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| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | 1. NAME OF EMPLOYEE<br><br>COME                      WARREN                      DE VEYRA<br>(Family Name)            (Given Name)            (Middle Name) |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br><br>Visayas State University, Baybay City, Leyte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | 3. BUREAU OR OFFICE                                                                                                                                         |  |
| 4. DEPT./BRANCH/DIVISION<br><br>Animal Science, VISAYAS STATE UNIVERSITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | 5. WORK STATION/PLACE OF WORK<br><br>VSU, Visca, Baybay City, Leyte                                                                                         |  |
| 6a. PRES. APPRO.      6b. PREV. APPRO<br>ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | 7a. SALARY P.A.: P239,280.00<br><br>7b. OTHER COMPENSATION: P24,000.00                                                                                      |  |
| 6b.      6b.      6b.      6b.      6b.      6b.<br>ORD. NO.      ORD. NO.      ORD. NO.      ORD. NO.      ORD. NO.      ORD. NO.<br>ITEM NO.      ITEM NO.      ITEM NO.      ITEM NO.      ITEM NO.      ITEM NO.                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                             |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br><br>Instructor 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | 9. WORKING PROPOSED TITLE                                                                                                                                   |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | 11. OCCUPATION GROUP TITLE<br>(leave blank)                                                                                                                 |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY [ ]                      CITY [ ]                      PROVINCE [ ]<br><br>1st      2nd      3rd      4th      5th      6th<br>[ ]      [ ]      [ ]      [ ]      [ ]      [ ]                                                                                                                                                                                                                                                                                                               |  |                                                                                                                                                             |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                                                                             |  |
| Percent of :<br>Working Time:                      D U T I E S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                                                                                             |  |
| 85% 1. Teaches assigned subject and performs other teaching related functions, among others the following:<br>a) Prepared teaching materials/guides and submit to department head.<br>b) Conducts examination (mid/final/long hours/quizzes).<br>c) Checks test papers and return 1 week after exam.<br>d) Submits grade sheet and turn over class records to department head two weeks after final examination.<br>5% 2. Member in different committees.<br>5% 3. Participate in the co-curricular activities.<br>5% 4. Perform other functions assigned by the Department Head.<br>100% |  |                                                                                                                                                             |  |

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| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><br>DEPARTMENT HEAD                                                                                                                                                                                                                                                                                                                 |  | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><br>College Dean |  |
| 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)<br><br>Jaime Latras, Florentino Bolastig Jr.                                                                                                                                                                                                          |  |                                                                  |  |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.<br><br>Computer/laptop, Printer, LCD Projector, & other teaching materials                                                                                                                                                                                                                            |  |                                                                  |  |
| 18. CONTRACT                                                                                                                                                                                                                                                                                                                                                                      |  | 19. WORKING CONDITION                                            |  |
| Occasional                                                                                                                                                                                                                                                                                                                                                                        |  | Frequent                                                         |  |
| General Public                                                                                                                                                                                                                                                                                                                                                                    |  | [ X ]                                                            |  |
| Other Agencies                                                                                                                                                                                                                                                                                                                                                                    |  | [ ]                                                              |  |
| Supervisors                                                                                                                                                                                                                                                                                                                                                                       |  | [ X ]                                                            |  |
| Management                                                                                                                                                                                                                                                                                                                                                                        |  | [ X ]                                                            |  |
| Other (Specify)                                                                                                                                                                                                                                                                                                                                                                   |  | [ ]                                                              |  |
|                                                                                                                                                                                                                                                                                                                                                                                   |  | Normal Working Condition [ X ]                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                   |  | Field Work [ X ]                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                   |  | Field Trips [ X ]                                                |  |
|                                                                                                                                                                                                                                                                                                                                                                                   |  | Exposed to Varied Weather [ ]                                    |  |
|                                                                                                                                                                                                                                                                                                                                                                                   |  | Others (Specify) [ ]                                             |  |
| 20. I CERTIFY that the above answers are accurate and complete.<br><br>11/5/2015<br>Date<br><br>Signature of Employee                                                                                                                                                                                                                                                             |  |                                                                  |  |
| 21. Describe briefly the general function of the Unit or Section.<br><br>Instruction, research, extension, and production services.                                                                                                                                                                                                                                               |  |                                                                  |  |
| 22. Describe briefly the general function of the position.<br><br>Teaches animal science subjects (lecture and laboratory), computes and submits grades of students on time; and serve as member of department committees.                                                                                                                                                        |  |                                                                  |  |
| 23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).<br><br>Education: M. S. degree in the area of specialization.<br><br>Experience: Preferable |  |                                                                  |  |
| 23b. Licenses or certificates required to do this work, if any.                                                                                                                                                                                                                                                                                                                   |  |                                                                  |  |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete.<br><br>11/5/2015<br>Date<br><br>DINAH M. ESPINA<br>Signature and Title of Immediate Supervisor                                                                                                                                                                                                             |  |                                                                  |  |
| 25. APPROVED:<br><br>Date<br><br>EDGARDO E. TULIN<br>Head of Agency                                                                                                                                                                                                                                                                                                               |  |                                                                  |  |