

REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <u>SALES</u> (Family Name) <u>RENEZITA</u> (Given Name) <u>FERNANDEZ</u> (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center;">Leyte State University</div>		3. BUREAU OR OFFICE <div style="text-align: center;">SUC</div>	
4. DEPARTMENT/BRANCH/DIVISION <div style="text-align: center;">Forestry</div>		5. WORK STATION/PLACE OF WORK <div style="text-align: center;">Baybay, Leyte</div>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. <div style="text-align: center;">P 134,004.00</div>	
7b. OTHER COMPENSATION		8. OFFICIAL DESIGNATION OF POSITION <div style="text-align: center;">Instructor I</div>	
9. WORKING PROPOSED TITLE <div style="text-align: center;">Instructor I</div>		10. WAPCO CLASSIFICATION OF THIS POSITION	
11. OCCUPATION GROUP TITLE <div style="text-align: center;">(leave blank)</div>		12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time	DUTIES		
60%	1. <i>Teaches forestry courses.</i>		
15	2. <i>Prepares course syllabi.</i>		
15	3. <i>Performs research and extension activities.</i>		
10	4. <i>Perform other functions that may be assigned from time to time.</i>		
<hr style="width: 50px; margin: 0 auto;"/> 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">College Dean</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">NONE</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p>calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities</p>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[x]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others Specify</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others Specify	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> RENEZA F. SALES Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p>To provide instruction, research and extension services.</p>																													
22. Describe briefly the general function of the position <p>To provide instruction in Forestry courses.</p>																													
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). Education: Bachelor's degree in the area of specialization Experience: None required																													
23b. Licenses or certificates required to do this work. if any <p style="text-align: center;">NONE</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p><u>May 20, 2004</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> JUSTINO M. QUIMIO, Department Head, DFWMC Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> PACIENCIA P. MILAN Head of Agency </div> </div>																													