

REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <u>PATINDOL</u> (Family Name) <u>TEOFANES</u> (Given Name) <u>ANDOY</u> (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Leyte State College of Agriculture		3. BUREAU OR OFFICE SUC	
4. DEPARTMENT/BRANCH/DIVISION Forestry		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor I		9. WORKING PROPOSED TITLE Assistant Professor I	
10. WAPCO CLASSIFICATION OF THIS POSITION 		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] CITY [] PROVINCE []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets			
Percent of Working Time	DUTIES		
60% 15 15 10 100%	1. Teaches forestry courses. 2. Prepares course syllabi. 3. Performs research and extension activities. 4. Perform other functions that may be assigned from time to time.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Instruction

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

NONE

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work

calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities

18. CONTRACT

OccasionalFrequent

19. WORKING CONDITION

General Public

☒

Other Agencies

☒

Supervisors

☐☒

Management

☐☒

Other (Specify)

☐☐

Normal Working Condition

☒

Field work

☐

Field Trips

☐

Exposed to Varied Weather

☐

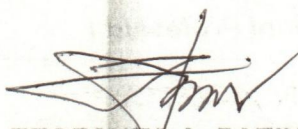
Others Specify

☐

20. I CERTIFY that the above answers are accurate and complete.

October 2001

Date

**TEOFANES A. PATINDOL**

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension services.

22. Describe briefly the general function of the position

To provide instruction in Forestry courses.

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: *M.S. Degree with specific area of specialization per QS of the College*Experience: *None required*

23b. Licenses or certificates required to do this work, if any.

NONE

24. I HEREBY CERTIFY that the above answers are accurate and complete.

October 2001

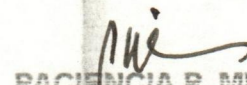
Date

**EDUARDO O. MANGAOANG**Department Head
Signature and Title of Immediate Supervisor

25. APPROVED

October 2001

Date

**PACIENCIA P. MILAN**

Head of Agency