

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY?
LOCAL GOVERNMENT
VISAYAS STATE COLLEGE OF AGRICULTURE
4. DEPT./BRANCH DIVISION

1. NAME OF EMPLOYEE
BERONDO JAIME B.
(FAMILY NAME) (GIVEN NAME) (M.I.)
3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ EO 87 ACT/
BOARD RES./ BOARD RES./
ORD. NO. ORD. NO.
ITEM NO. 82 ITEM NO.

7a. SALARY P.A. ; 7b. OTHER COMPEN-
SATION
AUTHORIZED
ACTUAL P27,000.00

8. OFFICIAL DESIGNATION OF POSITION

Forest Ranger

9. WORKING OR PROPOSED TITLE

Forest Ranger

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY : CITY : PROVINCE :
1st 2nd 3rd 4th 5th 6th
: : : : : :

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

- 60% 1. Protect the forest reservation from destruction, both natural and human.
- 15% 2. Prepares weekly accomplishment reports of all forest guards.
- 10% 3. Receives orders from the Forest Conservation Officer for implementation and act as leadman of all forest guards.
- 10% 4. Keeps and update records on forest violations.
- 5% 5. Assists in the implementation of related department programs and activities.

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.

Knife, bolo, digging tools, etc.

18. CONTACTS

	Occasional	Frequent
General Public	☐	☒
Other Agencies	☐	☒
Supervisors	☒	☒
Management	☒	☒
Others (Specify)	☐	☐

19. WORKING CONDITION

Normal Working Condition	☒
Field Work	☐
Field Trips	☐
Exposed to varied Weather	☐
Others (Specify)	☐

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

Date

JAYME B. BERONDO
Signature of Employee

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

To provide instruction and undertake research and extension activities in Forestry and Forest Development projects.

22. Describe briefly the general function of the position.

Forest protection

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: Completion of secondary education

Experience: One year experience in forest guarding

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

License to practice profession

24. I hereby certify that the above answers are accurate and complete.

Date

JUSTINO N. QUINIO - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. A. VILLANUEVA
Head of Agency