

REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE 171 <u>PATINDOL</u> (Family Name) <u>TEOFANES</u> (Given Name) <u>ANDOY</u> (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Leyte State University		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.: P 169,176.00 7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor II		9. WORKING PROPOSED TITLE Assistant Professor II	
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 [] CITY [] PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
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 <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></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>		<u>Occasional</u>	<u>Frequent</u>	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	[]
	<u>Occasional</u>	<u>Frequent</u>																											
General Public	[x]	[]																											
Other Agencies	[x]	[]																											
Supervisors	[]	[x]																											
Management	[]	[x]																											
Other (Specify)	[]	[]																											
Normal Working Condition	[x]																												
Field work	[]																												
Field Trips	[]																												
Exposed to Varied Weather	[]																												
Others Specify	[]																												
20. I CERTIFY that the above answers are accurate and complete. <u>NOV. 28, 2001</u> 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. _____ Date EDUARDO O. MANGAOANG, Department Head Signature and Title of Immediate Supervisor																													
25. APPROVED _____ Date PACIENCIA P. MILAN Head of Agency																													