

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

Visayas State College of Agriculture

1. NAME OF EMPLOYEE

MANGAOANG, EDUARDO OLIVAS

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

Forestry

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROVED
ACT/ BF Big. 40

6b. PREV. APPROVED
ACT/ BF Big. 1

7a. SALARY

7b. OTHER COMPENSATION

BOARD RES.

BOARD RES./

AUTHORIZED

₱13,152.00 p.a.

ORD. NO. 131(32)

ORD. NO. 132(24)

ACTUAL ₱13,152.00 p.a.

ITEM NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING OR PROPOSED TITLE

Instructor

10. NAPOO 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

7th

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

additional sheets.

If more space is needed, please attach

Percent of

Working

DUTIES

Time

50%

1. Teaches and lectures Forest Resource Management 42, Logging Plane and Costs and FRM-35, Forest Organization and Management Planning; prepares and revises syllabi of the said courses, prepares laboratory materials for instruction.

30%

2. Prepares guidelines for the PROFEM tree planting activity; forms different groups composing of different departments and centers/offices in VISCA; recommends group coordinatro to the President; surveys the areas needed to be reforested or planted; assigns groups to different priority areas; signs tree planting and survival certificates; makes reports of the PROFEM activity for the college.

10%

3. Advises Forestry Student Society; counsels junior students.

10%

4. Performs all duties and responsibilities as head of the nursery and reforestation project.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Acting Head, Dept. of Forestry : 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.
Typewriter, mimeographing machine, nursery and reforestation equipment, laboratory equipments, calculator and other teaching aids.

18. CONTACTS : 19. WORKING CONDITION

	Occasional	Frequent		
General Public	☒	☐	Normal Working Condition	☒
Other Agencies	☒	☐	Field Work	☐
Supervisors	☐	☒	Field Trips	☐
Management	☐	☒	Exposed to varied Weather	☐
Others (Specify)	☐	☐	Others (Specify)	☐

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

Sept. 17, 1980

Date

EDUARDO O. MANGAANG

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 Project.

22. Describe briefly the general function of the position.

To provide instruction on Forest organization and Management Planning and Logging Plane and Cost; conduct research and extension services.

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: BS degree with specific area of specialization plus other requirements
Experience: per QS of the college.

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

None

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

9/16/80

Date

ERNESTO C. BUMATAY, Acting Head, Dept. of Forestry
Signature and Title of Immediate Supervisor

25. APPROVED:

10-25-80

Date

F. A. BERNARDO

Head of Agency