

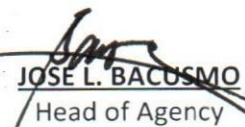


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div> <div>PEQUE</div> <div>DENNIS</div> <div>PASCUAL</div> </div> <div> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <i>Visayas State University, Baybay City, Leyte</i>		3. BUREAU OR OFFICE <i>SUCs</i>	
4. DEPARTMENT/BRANCH/DIVISION <i>Department of Forest Science, College of Forestry and Environmental Science</i>		5. WORK STATION/PLACE OF WORK <i>Visca, Baybay City, Leyte</i>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>VISCAB-APRO1-16-2014</i>	7a. SALARY P.A.: <i>P 406,308.00</i> 7b. OTHER COMPENSATION <i>Php24,000.00</i>	
8. OFFICIAL DESIGNATION OF POSITION <i>Assistant Professor II</i>		9. WORKING PROPOSED TITLE <i>Associate Professor I</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 <div> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div> <div>1st</div> <div>2nd</div> <div>3rd</div> <div>4th</div> <div>5th</div> <div>6th</div> </div> <div> <div>[]</div> <div>[]</div> <div>[]</div> <div>[]</div> <div>[]</div> <div>[]</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time	DUTIES		
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: <div> a. Prepared teaching materials/guides and submit to department head b. Conducts examination (mid/final/long hours/ quizzes). c. Checks test papers and return 1 week after exam. d. Submits grade sheet and turn over class records to department head two weeks after final examination. </div>		
5%	2. Member in different committees.		
5%	3. Participants in the co-curricular activities.		
5%	4. Perform other functions assigned by the Department head.		

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head			15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean		
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			19. WORKING CONDITION		
	<u>Occasional</u>	<u>Frequent</u>			
General Public	[x]	[]	Normal Working Condition		[x]
Other Agencies	[x]	[]	Field work		[]
Supervisors	[]	[x]	Field Trips		[]
Management	[]	[x]	Exposed to Varied Weather		[]
Other (Specify)	[]	[]	Others Specify		[]
20. I CERTIFY that the above answers are accurate and complete.					
<u>17-7-14</u> Date			 DENNIS P. PEQUE 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: Ph.D. degree in the area of specialization 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.					
<u>17/7/14</u> Date			 RENEZITA S. COME , Department Head, DFS Signature and Title of Immediate Supervisor		
25. APPROVED					
<u> </u> Date			 JOSE L. BACUSMO Head of Agency		