

 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM)			
		FOREST RANGER			
2. ITEM NO.:		3. SALARY GRADE :			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
☐ provincial ☒ city ☐ municipality		☐ 1 st class ☐ 2 nd class ☐ 3 rd class ☐ 4 th class		☐ 5 th class ☐ 6 th class ☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY					
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK		
DEPARTMENT OF FOREST SCIENCE			VSU , Baybay		
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED		12. OTHER	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
HEAD , DEPARTMENT OF FOREST SCIENCE			DEAN, COLLEGE OF FORESTRY & ENVIRONMENTAL SCIENCE		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED					
(if more than seven (7) list only by their item numbers and titles) None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Boots, Hard Hat, Goggles, Radio, Bolo, etc.					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	()	()	General Public	()	(x)
Supervisors	(x)	()	Other Agencies	(x)	()
Non Supervisors	()	()	Others (Please specify:	(x)	()
Staff	(x)	(x)	Admin Offices		
18. WORKING CONDITION					
Office Work	()	Other/s (Please Speciy)			
Field Work	()				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
To provide instruction and undertake research and extension activities in Forestry and Forest Development projects.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
For forest protection					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
Completion of Secondary Education	One year experience in forest guarding				
21e. CORE COMPETENCIES					Competency Level

1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. ORGANIZATIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. Managing information - Collects, organizes & maintain data.	1
21g. TECHNICAL COMPETENCIES	Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
11/04/20  <u>REYNALDO N. GLORIA</u> Employee's Name, Date and Signature	 <u>DENNIS P. PEQUE</u> Supervisor's Name, Date and Signature