

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>MANGAGANG</u> <u>EDUARDO</u> <u>OLIVAS</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <u>Visayas State College of Agriculture</u>		2. BUREAU OR OFFICE <u>SUC</u>	
3. DEPARTMENT/BRANCH/DIVISION <u>FORESTRY</u>		5. WORK STATION/PLACE OF WORK <u>Baybay, Leyte</u>	
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. <u>P163,548.00</u>	
8. OFFICIAL DESIGNATION OF POSITION <u>Associate Professor III</u>		9. WORKING PROPOSED TITLE <u>Associate Professor III</u>	
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 attach additional sheets.			
Percent of Working Time	D U T I E S		
50%	1. Teaches forestry courses.		
25%	2. Conduct research on upland development community-based, forest management and the like.		
15%	3. Performs research and extension activities.		
10%	4. Do other jobs that has been duly assigned.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Director of Instruction

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Vice President for Academic Affairs

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)
Professor, Asst. Prof., Instructors, Forest Guard, Clerks, Utility Worker, Laborers

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
calculator, paper, ball pen, pencil, chalk, computer, slide & overhead project & other instructional facilities

18. CONTACT

	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.

Nov. 12, 1997
Date

[Signature]
EDUARDO O. MANGADANG
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To provide instruction, research & 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: *Relevant masteral degree*

Experience: *2 years relevant experience; 8 hours relevant training*

23b. Licenses or certificates required to do this work, if any.
NONE

24. I HEREBY CERTIFY that the above answers are accurate and complete.

12/4/97
Date

[Signature]
JULIAN L. SEROY - Director of Instruction
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

[Signature]
SAUEL S. BO
Head of Agency