REPUBLIC OF THE PHILIPPINES  BC-CSC  (Position Description Form)		1. NAME OF E  POLINAR  (Family Name) Name)	ANATOLIO NAROLLO
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. APPR  ACT/  BOARD RES  ORD. NO.  ITEM NO.			7a. SALARY P.A.: <i>P 134,004.00</i> 7b. OTHER COMPENSATION
8. OFFICIAL DESIGNATION OF POSITION  Instructor I		9. WORKING PROPOSED TITLE  Instructor I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
MUNICIPALIT	1st 2nd 3rd [ ] [ ] [ ]  OF DUTIES AND RESPONSIBILI	Y [ ] 4th [ ]	PROVINCE [ ] 5th 6th [ ] [ ]
Percent of Working Time	DUTIES		
60% 15 15 10 	<ol> <li>Teaches forestry courses.</li> <li>Prepares course syllabi.</li> <li>Performs research and extension activities.</li> <li>Perform other functions that may be assigned from time to time.</li> </ol>		
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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 Nonly by their item nos. and titles)	ON E			
17. MACHINES, EQUIPMENT, TOOLS, etc. used re calculator, paper, ball pen, pencil, chalk, con				
18. CONTRACT Occasional Frequent	19. WORKING CONDITION			
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.  ANATOLIO N. POLINAR Signature of Employee				
3				
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 posit	ion			
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: Bachelor's 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.				
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Joseph L.				
<u>JUSTINO M. QUIMIO, Department Head, DFWMC</u> Signature and Title of Immediate Supervisor				
Date	organical of an article of manifestate oupervisor			
25. APPROVED				
May				
Date PACIENCIA P.MILAN				
Date Head of Agency				