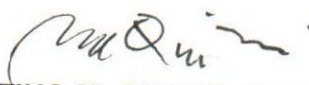
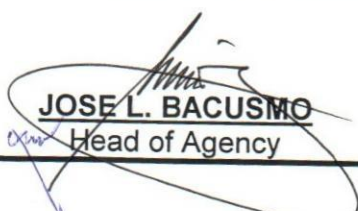


REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <u>POLINAR</u> (Family Name) <u>ANATOLIO</u> (Given Name) <u>NAROLLO</u> (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE SUC	
4. DEPARTMENT/BRANCH/DIVISION Forest & Wildlife Management & Conservation, College of Forestry & Natural Resources		5. WORK STATION/PLACE OF WORK Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>VICCAB-INST 2-1-2002</i>	7a. SALARY P.A.: Php195,876.00 7b. OTHER COMPENSATION ACA & PERA	
8. OFFICIAL DESIGNATION OF POSITION Instructor II		9. WORKING PROPOSED TITLE Instructor II	
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 attached additional sheets.			
Percent of Working Time	DUTIES		
60% 15 15 10 ----- 100%	1. <i>Teaches forestry courses.</i> 2. <i>Prepares course syllabi.</i> 3. <i>Performs research and extension activities.</i> 4. <i>Perform other functions that may be assigned from time to time.</i>		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head			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) N O N E				
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities</i>				
18. CONTRACT	<u>Occasional</u>	<u>Frequent</u>	19. WORKING CONDITION	
General Public	[x]	[]	Normal Working Condition	
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>September 15, 2008</u> Date			 ANATOLIO N. POLINAR Signature of Employee	
21. Describe briefly the general function of the Unit or Section. <i>To provide instruction, research and extension services.</i>				
22. Describe briefly the general function of the position <i>To provide instruction in Forestry courses.</i>				
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: <i>B.S. degree in the area of specialization</i> Experience: <i>None required</i>				
23b. Licenses or certificates required to do this work, if any. N O N E				
24. I HEREBY CERTIFY that the above answers are accurate and complete.				
_____ Date			 JUSTINO M. QUIMIO , Department Head, DFWMC Signature and Title of Immediate Supervisor	
25. APPROVED				
_____ Date			 JOSE L. BACUSMO Head of Agency	