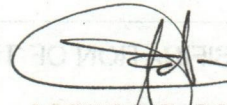
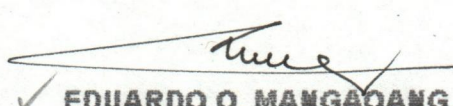



<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC</b> (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>PASA.</b>            (Family Name)         </div> <div style="width: 30%;"> <b>ARTURO</b>            (Given Name)         </div> <div style="width: 30%;"> <b>ESCLAMADO</b>            (Middle Name)         </div> </div>	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> <b>Visayas State College of Agriculture</b>		<b>3. BUREAU OR OFFICE</b> <b>SUC</b>	
<b>4. DEPARTMENT/BRANCH/DIVISION</b> <b>Forestry</b>		<b>5. WORK STATION/PLACE OF WORK</b> <b>Baybay, Leyte</b>	
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO. ITEM NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ORD. NO. ITEM NO.	<b>7a. SALARY P.A.:</b> <b>P 116,016.00</b>	
		<b>7b. OTHER COMPENSATION</b>	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> <b>Instructor I</b>		<b>9. WORKING PROPOSED TITLE</b> <b>Instructor I</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 33%;"> <b>MUNICIPALITY [ ]</b>  <div style="display: flex; justify-content: space-around;"> <div>1st [ ]</div> <div>2nd [ ]</div> <div>3rd [ ]</div> <div>4th [ ]</div> <div>5th [ ]</div> <div>6th [ ]</div> </div> </div> <div style="width: 33%;"> <b>CITY [ ]</b> </div> <div style="width: 33%;"> <b>PROVINCE [ ]</b> </div> </div>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>			
<b>Percent of Working Time</b>	<b>DUTIES</b>		
60%	1. <b>Teaches forestry courses.</b>		
15	2. <b>Prepares course syllabi.</b>		
15	3. <b>Performs research and extension activities.</b>		
10	4. <b>Perform other functions that may be assigned from time to time.</b>		
100%			



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> <p style="text-align: center;"><b>Department Head</b></p>	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> <p style="text-align: center;"><b>Director of Instruction</b></p>																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</b> <p style="text-align: center;"><b>NONE</b></p>																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> <p style="text-align: center;"><b>calculator, paper, ball pen, pencil, chalk, computer &amp; other instructional facilities</b></p>																													
<b>18. CONTRACT</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;"><u>Occasional</u></th> <th style="width: 20%; text-align: center;"><u>Frequent</u></th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ x ]</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ x ]</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[   ]</td> </tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[ x ]	[   ]	Other Agencies	[ x ]	[   ]	Supervisors	[   ]	[ x ]	Management	[   ]	[ x ]	Other (Specify)	[   ]	[   ]	<b>19. WORKING CONDITION</b> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Others Specify</td> <td style="text-align: center;">[   ]</td> </tr> </tbody> </table>	Normal Working Condition	[ x ]	Field work	[   ]	Field Trips	[   ]	Exposed to Varied Weather	[   ]	Others Specify	[   ]
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<b>20. I CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>October 28, 1998</u> Date</p> </div> <div style="width: 45%; text-align: right;">   <b>ARTURO E. PASA</b>  Signature of Employee </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b> <p style="text-align: center;"><b>To provide instruction, research and extension services.</b></p>																													
<b>22. Describe briefly the general function of the position</b> <p style="text-align: center;"><b>To provide instruction in Forestry courses.</b></p>																													
<b>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).</b>  Education: <b>Bachelor's degree in the area of specialization</b> Experience: <b>None required</b>																													
<b>23b. Licenses or certificates required to do this work, if any.</b> <p style="text-align: center;"><b>NONE</b></p>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>October 28, 1998</u> Date</p> </div> <div style="width: 45%; text-align: right;">   <b>EDUARDO O. MANGAOANG, Department Head</b>  Signature and Title of Immediate Supervisor </div> </div>																													
<b>25. APPROVED</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>October 1998</u> Date</p> </div> <div style="width: 45%; text-align: right;">   <b>SAMUEL S. GO</b>  Head of Agency </div> </div>																													