

REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)	1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <u>PASA</u> (Family Name) <u>ARTURO</u> (Given Name) <u>ESCLAMADO</u> (Middle Name) </div>
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture	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. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.
7a. SALARY P.A.: P 116,000.00 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)
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.	
Percent of Working Time	DUTIES
60%	1. Teaches forestry courses.
15	2. Prepares course syllabi.
15	3. Performs research and extension activities.
10	4. Perform other functions that may be assigned from time to time.
100%	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Instruction

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

NONE

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work

calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities

18. CONTRACT

Occasional

Frequent

General Public

[x]

[]

Other Agencies

[x]

[]

Supervisors

[]

[x]

Management

[]

[x]

Other (Specify)

[]

[]

19. WORKING CONDITION

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.

October 25, 1999

Date

ARTURO E. PASA

Signature of Employee

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 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: **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.

October 25, 1999

Date

EDUARDO O. MANGAOANG, Department Head

Signature and Title of Immediate Supervisor

25. APPROVED

October 1999

Date

PACIENCIA P. MILAN

Head of Agency