

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Dept. of Forestry

6a. PRES. APPROP.

ACT/BP Blg. 230

BOARD RES./

ORD. NO.

ITEM NO. 6-109

6b. PREV. APPROP.

ACT/BP Blg. 131

BOARD RES./

ORD. NO.

ITEM NO. 7-109

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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: DUTIES ---

Working :

Time :

90%

Teaches Forestry courses.

10%

Performs other functions which may be assigned by the Department Head

5221 4.10.10



VINCA  
FILE

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Dept. of Forestry

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.

18. CONTACTS

Occasional

Frequent

General Public

: x :

: : :

Other Agencies

: x :

: : :

Supervisors

: : :

: x :

Management

: : :

: x :

Others (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.

9 - 12 - 84

Date

EDUARDO O. MANGAOANG

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension services in the field of Forestry.

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: BS degree with specific area of specialization  
plus other requirements per QS of the College

Experience:

23b. Licenses or certificates required to do this work, if any.

None

24. I hereby certify that the above answers are accurate and complete.

21 Sept. 1984

Date

R. S. Ramos  
ROMEO S. RAROS, Ph.D.

Signature and Title of Immediate  
Supervisor

25. APPROVED:

9 - 24 - 84

Date

F. A. BERNARDO

Head of Agency