
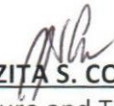
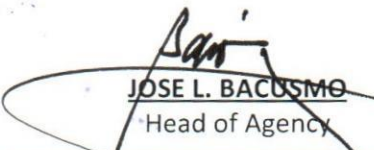


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		3. NAME OF EMPLOYEE <div> <div>PASA</div> <div>ARTURO</div> <div>ESCLAMADO</div> </div> <div> <div>(Family Name)</div> <div>(Given Name)</div> <div>(Middle Name)</div> </div>	
4. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <i>Visayas State University, Baybay City, Leyte</i>		5. BUREAU OR OFFICE <i>SUCs</i>	
6. DEPARTMENT/BRANCH/DIVISION <i>Department of Forest Science, College of Forestry and Environmental Science</i>		7. WORK STATION/PLACE OF WORK <i>Visca, Baybay City, Leyte</i>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: <i>P 812,208.00</i> 7b. OTHER COMPENSATION <i>Php24,000.00</i>	
10. OFFICIAL DESIGNATION OF POSITION <i>Professor II</i>		11. WORKING PROPOSED TITLE <i>Professor V</i>	
12. WAPCO CLASSIFICATION OF THIS POSITION		13. OCCUPATION GROUP TITLE (leave blank)	
14. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
15. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time	DUTIES		
85%	9. Teaches assigned subject and performs other teaching related functions, among others the following: <div> i. Prepared teaching materials/guides and submit to department head j. Conducts examination (mid/final/long hours/ quizzes). k. Checks test papers and return 1 week after exam. l. Submits grade sheet and turn over class records to department head two weeks after final examination. </div>		
5%	10. Member in different committees.		
5%	11. Participants in the co-curricular activities.		
5%	12. Perform other functions assigned by the Department head.		

16. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	17. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">College Dean</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">NONE</p>																													
19. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p>calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities</p>																													
20. CONTRACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="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)	[]	[]	21. WORKING CONDITION <table style="width: 100%; border: none;"> <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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22. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;"><u>Dec. 9, 2014</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;">  <p>ARTURO E. PASA Signature of Employee</p> </div> </div>																													
25. Describe briefly the general function of the Unit or Section. <p>To provide instruction, research and extension services.</p>																													
26. Describe briefly the general function of the position <p>To provide instruction in Forestry courses.</p>																													
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). <p>Education: Ph.D. degree in the area of specialization</p> <p>Experience: 5 yrs. of relevant experience, 32 hrs. of relevant training.</p>																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">NONE</p>																													
26. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;">  <p>RENEZITA S. COME, Department Head, DFS Signature and Title of Immediate Supervisor</p> </div> </div>																													
27. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;">  <p>JOSE L. BACUSMO Head of Agency</p> </div> </div>																													