

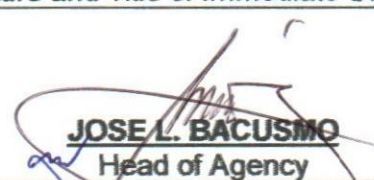


REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <b>POLINAR ANATOLIO NAROLLO</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>Visayas State University</b>		3. BUREAU OR OFFICE <b>SUC</b>	
4. DEPARTMENT/BRANCH/DIVISION <b>Forest &amp; Wildlife Management &amp; Conservation,          College of Forestry &amp; Natural Resources</b>		5. WORK STATION/PLACE OF WORK <b>Visca, Baybay, Leyte</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>MS CAB-INT-7-2002</i>	7a. SALARY P.A.: <b>Php205,764.00</b>  7b. OTHER COMPENSATION <b>ACA &amp; PERA</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Instructor II</b>		9. WORKING PROPOSED TITLE <b>Instructor III</b>	
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%	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 <p style="text-align: center;"><b>Department Head</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><b>College Dean</b></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;">N O N E</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p><b>calculator, paper, ball pen, pencil, chalk, computer &amp; other instructional facilities</b></p>																													
18. CONTRACT <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)	[   ]	[   ]	19. WORKING CONDITION <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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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>October 7, 2009</u>  Date </div> <div style="text-align: center;">   <b>ANATOLIO N. POLINAR</b>  Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p><b>To provide instruction, research and extension services.</b></p>																													
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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: <b>BSc degree in the area of specialization</b> Experience: <b>1 yr. of relevant experience; 4 hr. of relevant training.</b>																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">N O N E</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <hr style="width: 20%; border: 0; border-top: 1px solid black;"/> Date </div> <div style="text-align: center;">   <b>JUSTINO M. QUIMIO, Department Head, DFWMC</b>  Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <hr style="width: 20%; border: 0; border-top: 1px solid black;"/> Date </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO</b>  Head of Agency </div> </div>																													