

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

PASA

ARTURO

E

(FAMILY NAME)

(GIVEN NAME)

(M.I.)

2. DEPARTMENT, CORPORATION OR AGENCY?

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE

Dept. of Forestry, VISCA

4. DEPT./BRANCH DIVISION

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPEN-

ACT/ RA 6831

ACT/

SATION

BOARD RES./

BOARD RES./

AUTHORIZED

ORD. NO. Lumpsum

ORD. NO.

ACTUAL

PERA

ITEM NO.

ITEM NO.

P42,480.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Instructor I

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL GROUP TITLE

(leave blank)

Instructor

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
Working
Time

70%

Teaches forestry subjects

10%

Extension as correspondent

10%

Acts as project-in-charge of Forest protection and IGP Project

10%

Does other functions assigned by the Department Head

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.

classroom, ballpen, chalk(any laboratory equipment as the necessity requires)

18. CONTACTS

	Occasional	Frequent
General Public	☒	☐
Other Agencies	☒	☐
Supervisors	☐	☒
Management	☐	☒
Others (Specify)	☐	☐

19. WORKING CONDITION

Normal Working Condition	☒
Field Work	☐
Field Trips	☐
Exposed to varied Weather	☐
Others (Specify)	☐

20. I CERTIFY that the above answers are accurate and complete.

June 10, 1992

Date


Signature of Employee

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

Instruction

22. Describe briefly the general function of the position.

Teaches forestry subjects in the department, does research and extension function in line

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 w/ specific area of specialization plus

Experience: other requirements per QS of the College

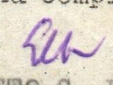
23b. Licenses or certificates required to do this work, if any.

None

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

June 10, 1992

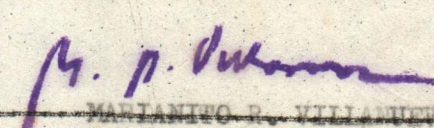
Date


ERNESTO C. ARATAY
Signature and Title of Immediate Supervisor

25. APPROVED:

June 10, 1992

Date


M. P. VILLANUEVA
Head of Agency