
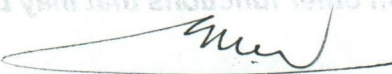



REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <u>PASA</u> (Family Name) <u>ARTURO</u> (Given Name) <u>ESCLAMADO</u> (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center; margin-top: 5px;">Leyte State University</div>		3. BUREAU OR OFFICE <div style="text-align: center; margin-top: 5px;">SUC</div>	
4. DEPARTMENT/BRANCH/DIVISION <div style="text-align: center; margin-top: 5px;">Forestry</div>		5. WORK STATION/PLACE OF WORK <div style="text-align: center; margin-top: 5px;">Baybay, Leyte</div>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: <div style="text-align: right; margin-top: 5px;">P 169,176.00</div>	
		7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OF POSITION <div style="text-align: center; margin-top: 5px;">Assistant Professor II</div>		9. WORKING PROPOSED TITLE <div style="text-align: center; margin-top: 5px;">Assistant Professor II</div>	
10. WAPCO CLASSIFICATION OF THIS POSITION <div style="text-align: center; margin-top: 5px;">ARTURO E. PASA <small>Signature of Employee</small></div>		11. OCCUPATION GROUP TITLE <div style="text-align: center; margin-top: 5px;">(leave blank)</div>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="text-align: center;"> MUNICIPALITY [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div> <div style="text-align: center;"> CITY [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div> <div style="text-align: center;"> PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div> </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%	<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;"> EDUARDO O. MANGAOANG <small>Signature and Title of Immediate Supervisor</small> </div> <div style="width: 30%;"> Date _____ </div> <div style="width: 30%; text-align: right;"> APPROVED PACENCIA P. MILAN <small>Head of Agency</small> </div> </div>		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean	
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		19. WORKING CONDITION	
Occasiona Frequent			
!			
General Public [x] []		Normal Working Condition [x]	
Other Agencies [x] []		Field work []	
Supervisors [] [x]		Field Trips []	
Management [] [x]		Exposed to Varied Weather []	
Other (Specify) [] []		Others Specify []	
20. I CERTIFY that the above answers are accurate and complete.			
Oct. 1, 2002 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: M.S. Degree with specific area of specialization per QS of the College			
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.			
Date		 EDUARDO O. MANGAOANG, Dept. Head, Agroforestry Signature and Title of Immediate Supervisor	
25. APPROVED			
Date		 PACIENCIA P. MILAN Head of Agency	