




REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><u>PATINDOL</u> (Family Name)</span> <span><u>TEOFANES</u> (Given Name)</span> <span><u>ANDOY</u> (Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT  <div style="text-align: center;"><b>Leyte State University</b></div>		3. BUREAU OR OFFICE  <div style="text-align: center;"><b>SUC</b></div>	
4. DEPARTMENT/BRANCH/DIVISION  <div style="text-align: center;"><b>College of Forestry and Natural Resources</b></div>		5. WORK STATION/PLACE OF WORK  <div style="text-align: center;"><b>Baybay, Leyte</b></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.: <b>P 190,092.00</b> <div style="text-align: right; color: blue; font-style: italic;">P 15,841.00</div> 7b. OTHER COMPENSATION <div style="text-align: center;"><b>ACA &amp; PERA</b></div>	
8. OFFICIAL DESIGNATION OF POSITION  <div style="text-align: center;"><b>Assistant Professor IV</b></div>		9. WORKING PROPOSED TITLE  <div style="text-align: center;"><b>Assistant Professor IV</b></div>	
10. WAPCO CLASSIFICATION OF THIS POSITION  <div style="text-align: center; color: brown; font-style: italic;">2002</div>		11. OCCUPATION GROUP TITLE  <div style="text-align: center; color: brown; font-style: italic;">2002</div> <div style="text-align: center;">(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;"> MUNICIPALITY [    ] CITY [    ] PROVINCE [    ] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st [    ]</div> <div>2nd [    ]</div> <div>3rd [    ]</div> <div>4th [    ]</div> <div>5th [    ]</div> <div>6th [    ]</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time	DUTIES		
60%  15  15  10  -----  100%	<ol style="list-style-type: none"> <li>1. <b>Teaches forestry courses.</b></li> <li>2. <b>Prepares course syllabi.</b></li> <li>3. <b>Performs research and extension activities.</b></li> <li>4. <b>Perform other functions that may be assigned from time to time.</b></li> </ol>		

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> <span style="float: right;">234</span></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;"><b>NONE</b></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: 30%;"></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	[   ]
	<u>Occasional</u>	<u>Frequent</u>																											
General Public	[ x ]	[   ]																											
Other Agencies	[ x ]	[   ]																											
Supervisors	[   ]	[ x ]																											
Management	[   ]	[ x ]																											
Other (Specify)	[   ]	[   ]																											
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.  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>06 December 2005</u>              Date           </div> <div style="text-align: center;">   <b>TEOFANES A. PATINDOL</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>																													
22. Describe briefly the general function of the position <p><b>To provide instruction in Forestry courses.</b></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).  Education: <u>Ph.D. Degree with specific area of specialization per CS of the College</u> <b>Relevant masteral degree</b> Experience: <u>2 years of relevant experience; 8 hours of relevant training.</u>																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;"><b>NONE</b></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;">             _____              Date           </div> <div style="text-align: center;">   <b>JUSTINO M. QUIMIO</b>, Department Head, DFWMC              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;">             _____              Date           </div> <div style="text-align: center;">   <b>PACIENCIA P. MILAN</b>              Head of Agency           </div> </div>																													