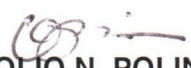




REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><u>POLINAR</u> (Family Name)</span> <span><u>ANATOLIO</u> (Given Name)</span> <span><u>NAROLLO</u> (Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center; margin-top: 5px;"><b>Leyte State University</b></div>		3. BUREAU OR OFFICE <div style="text-align: center; margin-top: 5px;"><b>SUC</b></div>	
4. DEPARTMENT/BRANCH/DIVISION <div style="text-align: center; margin-top: 5px;"><b>Forestry</b></div>		5. WORK STATION/PLACE OF WORK <div style="text-align: center; margin-top: 5px;"><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.: <div style="text-align: center; margin-top: 5px;"><b>P 134,004.00</b></div> 7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OF POSITION <div style="text-align: center; margin-top: 5px;"><b>Instructor I</b></div>		9. WORKING PROPOSED TITLE <div style="text-align: center; margin-top: 5px;"><b>Instructor I</b></div>	
10. WAPCO CLASSIFICATION OF THIS POSITION		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			
MUNICIPALITY [   ] <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1st [   ]</span> <span>2nd [   ]</span> <span>3rd [   ]</span> <span>4th [   ]</span> <span>5th [   ]</span> <span>6th [   ]</span> </div>		CITY [   ] PROVINCE [   ]	
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></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	[   ]
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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>25.09.2003</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>																													
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: <b>Bachelor's degree in the area of specialization</b> Experience: <b>None required</b>																													
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;"> <hr style="width: 20%; margin: 0 auto;"/>              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;"> <hr style="width: 20%; margin: 0 auto;"/>              Date           </div> <div style="text-align: center;">   <b>PACIENCIA P. MILAN</b>              Head of Agency           </div> </div>																													