

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(Position Description Form)

1. NAME OF EMPLOYEE

PATINDOL, TEOFANES ANDOY  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
Visayas State College of Agriculture

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

FORESTRY

5. WORK STATION//PLACE OF WORK

BAYBAY, LEYTE

6a. PRES. APPROP.  
ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO. 96-15

6b. PREV. APPRO.  
ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

7a. SALARY P.A.

P66,000.00

7b. OTHER COMPENSATION

PERA & ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

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 attach additional sheets.

Percent of  
Working Time

D U T I E S

60%

1. Teaches forestry courses.

15%

2. Prepares course syllabi.

15%

3. Performs research & extension activities.

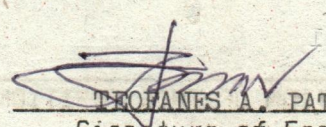
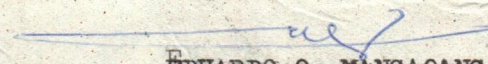
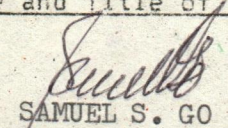
10%

4. Do other jobs that had been duly assigned.

100%



8051  
1002

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Director of Instruction</div>	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="text-align: center;">n o n e</div>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. calculator, paper, ballpen, pencil, chalk & other instructional facilities			
18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Normal Working Condition <span style="float: right;"><input checked="" type="checkbox"/></span>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field Work <span style="float: right;"><input type="checkbox"/></span>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Field Trips <span style="float: right;"><input type="checkbox"/></span>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to Varied Weather <span style="float: right;"><input type="checkbox"/></span>
Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify) <span style="float: right;"><input type="checkbox"/></span>
20. I CERTIFY that the above answers are accurate and complete.			
Date		<div style="text-align: right;"> THEOPHANES A. PATINDOL Signature of Employee</div>	
21. Describe briefly the general function of the Unit or Section.  To provide instruction, research and extension services in rhe field of forestry.			
22. Describe briefly the general function of the position.  To provide <del>instru</del> struction & extension services.			
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: MS in Environmental Science  Experience:			
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">none</div>			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
Date		<div style="text-align: right;"> EDUARDO O. MANGAOANG Signature and Title of Immediate Supervisor</div>	
25. APPROVED:		Head of Agency	
Date		<div style="text-align: right;"> SAMUEL S. GO</div>	