

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>MANGAOANG</u> <u>EDUARDO</u> <u>OLIVAS</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE SUCs	
4. DEPARTMENT/BRANCH/DIVISION Department of Forest Science, College of Forestry and Environmental Science		5. WORK STATION/PLACE OF WORK Visca, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-PROF-6-11-2014		7a. SALARY P.A.: P 877,188.00 7b. OTHER COMPENSATION P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Professor V I		9. WORKING PROPOSED TITLE Professor VI	
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	DUTIES		
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a. Prepared teaching materials/guides and submit to department head b. Conducts examination (mid/final/long hours/ quizzes). c. Checks test papers and return 1 week after exam. d. Submits grade sheet and turn over class records to department head two weeks after final examination.		
5%	2. Member in different committees.		
5%	3. Participants in the co-curricular activities.		
5%	4. Perform other functions assigned by the Department head.		

1532

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">College Dean</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;">NONE</p>																													
16. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities																													
17. CONTRACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;"><u>Occasional</u></td> <td style="text-align: center;"><u>Frequent</u></td> </tr> <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> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[x]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Other (Specify)	[]	[]	18. WORKING CONDITION <table style="width: 100%; border: none;"> <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> </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	[]																												
19. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p>EDUARDO O. MANGAOANG Signature of Employee</p> </div> </div>																													
20. Describe briefly the general function of the Unit or Section. To provide instruction, research and extension services.																													
21. 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: Ph.D. degree in the area of specialization Experience: 5 yrs. of relevant experience; 32 hrs of relevant training.																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">NONE</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="width: 40%;"> <p style="text-align: center;">11/27/14</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p>RENEZITA S. COME, Department Head, DFS Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p>JOSE L. BACUSMO Head of Agency</p> </div> </div>																													