

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

1. NAME OF EMPLOYEE

PASA, ARTURO ESCLAMADO  
(Family Name) (Given Name) (Middle Name)

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

2. BUREAU OR OFFICE

SUC

3. DEPT./BRANCH/DIVISION  
FORESTRY

5. WORK STATION//PLACE OF WORK  
BAYBAY, ELYTE

6a. PRES. APPROP.  
ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO. 103-12

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱62,880.00

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

70%

1. Teaches forestry courses.

10%

2. Prepares course syllable.

10%

3. Conduct research on Pioneer trees.

5%

4. Acts as resource person in extension related activities.

5%

5. Perform other functions that may be assigned from time to time.

100%



14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Department Head Director of Instruction

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

N O N E

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
calculator, paper, ballpen, pencil, chalk & other instructional facilities

18. CONTACT

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

X

Management

X

Others (Specify)

19. WORKING CONDITION

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.

Date

ARTURO R. PASA

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension service in the field of forestry.

22. Describe briefly the general function of the position.

To provide instruction & 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: B.S. degree with specific area of specialization per WS of the College

Experience: None

23b. Licenses or certificates required to do this work, if any.

N O N E

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Oct. 9, 1955

Date

Ernesto C. Bumatay

ERNESTO C. BUMATAY

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO

Head of Agency