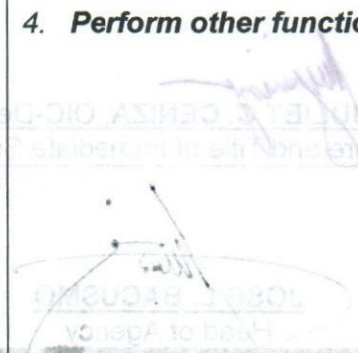
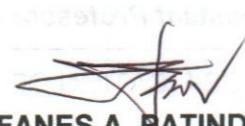
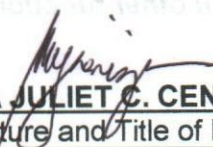
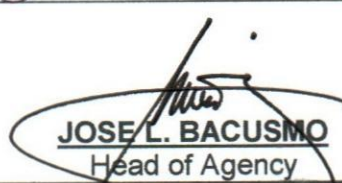


| | |
|---|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form) | 1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> PATINDOL TEOFANES ANDOY </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div> |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University | 3. BUREAU OR OFFICE SUC |
| 4. DEPARTMENT/BRANCH/DIVISION College of Forestry and Natural Resources | 5. WORK STATION/PLACE OF WORK Visca, Baybay City, Leyte |
| <div style="display: flex;"> <div style="flex: 1;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="flex: 1;"> 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. APR04-5-2011 </div> </div> | 7a. SALARY P.A.: Php 453,744 7b. OTHER COMPENSATION ACA & PERA 24,000.00 |
| 8. OFFICIAL DESIGNATION OF POSITION Assistant Professor IV | 9. WORKING PROPOSED TITLE Associate Professor IV |
| 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 attached additional sheets. | |
|---|---|
| Percent of Working Time | DUTIES |
| 60% | 1. Teaches forestry courses. |
| 15 | 2. Prepares course syllabi. |
| 15 | 3. Performs research and extension activities. |
| 10 | 4. Perform other functions that may be assigned from time to time. |
| ----- 100% | |



| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">College Dean</p> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Vice President for Academic Affairs</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> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p>calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. CONTRACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="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: none;"> <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;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;">  TEOFANES A. RATINDOL Signature of Employee </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. <p>To provide instruction, research and extension services.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position <p>To provide instruction in Forestry courses.</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>Relevant masteral degree</u> Experience: <u>3 years of rel. exp. 16 hrs. of relevant training</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;">  MARIA JULIET C. CENIZA, OIC-Dean, CFNR Signature and Title of Immediate Supervisor </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;">  JOSE L. BACUSMO Head of Agency </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |