
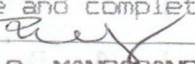
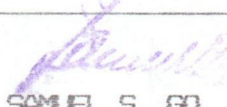


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <u>PASA</u> <u>ARTURO</u> <u>ESCLAMADO</u> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <i>Visayas State College of Agriculture</i>	2. BUREAU OR OFFICE <div style="text-align: center; margin-top: 10px;"><i>SUC</i></div>
3. DEPARTMENT/BRANCH/DIVISION <div style="text-align: center;"><i>FORESTRY</i></div>	5. WORK STATION/PLACE OF WORK <div style="text-align: center; margin-top: 10px;"><i>Baybay, Leyte</i></div>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="width: 45%;"> 6b. PREV. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 7a. SALARY P.A. <div style="text-align: center; margin-top: 10px;"><i>₱97,416.00</i></div> </div> <div style="width: 45%;"> 7b. OTHER COMPENSATION </div> </div>
8. OFFICIAL DESIGNATION OF POSITION <div style="text-align: center; margin-top: 10px;"><i>Instructor I</i></div>	9. WORKING PROPOSED TITLE <div style="text-align: center; margin-top: 10px;"><i>Instructor I</i></div>
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> MUNICIPALITY <input type="checkbox"/> </div> <div style="text-align: center;"> CITY <input type="checkbox"/> </div> <div style="text-align: center;"> PROVINCE <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> 1st <input type="checkbox"/> </div> <div style="text-align: center;"> 2nd <input type="checkbox"/> </div> <div style="text-align: center;"> 3rd <input type="checkbox"/> </div> <div style="text-align: center;"> 4th <input type="checkbox"/> </div> <div style="text-align: center;"> 5th <input type="checkbox"/> </div> <div style="text-align: center;"> 6th <input type="checkbox"/> </div> </div>	
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 and extension activities.
10%	4. Do other jobs that has been duly assigned.
100%	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><i>Department Head</i></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><i>Director of Instruction</i></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. <i>calculator, paper, ball pen, pencil, chalk, computer, slide projector, overhead projector and other instructional materials</i>																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">: <u> x </u> :</td> <td style="text-align: center;">: <u> </u> :</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">: <u> x </u> :</td> <td style="text-align: center;">: <u> </u> :</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">: <u> </u> :</td> <td style="text-align: center;">: <u> x </u> :</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">: <u> </u> :</td> <td style="text-align: center;">: <u> x </u> :</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">: <u> </u> :</td> <td style="text-align: center;">: <u> </u> :</td> </tr> </table>		Occasional	Frequent	General Public	: <u> x </u> :	: <u> </u> :	Other Agencies	: <u> x </u> :	: <u> </u> :	Supervisors	: <u> </u> :	: <u> x </u> :	Management	: <u> </u> :	: <u> x </u> :	Others (Specify)	: <u> </u> :	: <u> </u> :	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">: <u> x </u> :</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">: <u> </u> :</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">: <u> </u> :</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">: <u> </u> :</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">: <u> </u> :</td> </tr> </table>	Normal Working Condition	: <u> x </u> :	Field Work	: <u> </u> :	Field Trips	: <u> </u> :	Exposed to Varied Weather	: <u> </u> :	Others (Specify)	: <u> </u> :
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Nov. 3, 1997</u> Date </div> <div style="text-align: center;">  <u>ARTURO E. PASA</u> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <i>To provide instruction, research & extension services.</i>																													
22. Describe briefly the general function of the position. <i>To provide instruction in Forestry courses.</i>																													
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: <i>B.S. degree with specific area of specialization per QS of the College</i> Experience:																													
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="text-align: center;"> <u>Nov. 10, 1997</u> Date </div> <div style="text-align: center;">  <u>EDUARDO O. MANGADANG - OIC, DOF</u> Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  <u>SAMUEL S. GO</u> Head of Agency </div> </div>																													