

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

(FAMILY NAME) (GIVEN NAME) (M.I.)

3. BUREAU OR OFFICE

Department of Forestry, VISCA

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A. ; 7b. OTHER COMPEN-
SATION

AUTHORIZED
ACTUAL

₱42,480.00

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ RA 6831 ACT/
BOARD RES./ BOARD RES./
ORD. NO. ORD. NO.
ITEM NO. ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

50%
20%
20%
10%

Teaching forestry courses
Checking testpapers and computing grades
Performs research activities
Do other jobs that had been duly assigned

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).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Calculator, paper, ballpen, pencil, chalk, and other instructional facilities

18. CONTACTS

	Occasional	Frequent
General Public	☒	☐
Other Agencies	☒	☐
Supervisors	☐	☒
Management	☐	☒
Others (Specify)	☐	☐

19. WORKING CONDITION

Normal Working Condition	☒
Field Work	☐
Field Trips	☐
Exposed to varied Weather	☐
Others (Specify)	☐

20. I CERTIFY that the above answers are accurate and complete.

June 10, 1991
Date


Signature of Employee

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

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

23a. Teaching courses for college forestry students

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).

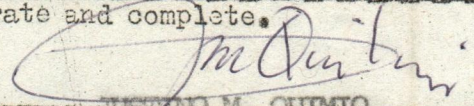
Education: BS degree w/ specific area of specialization plus
Experience: other requirements per QS of the College

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

None

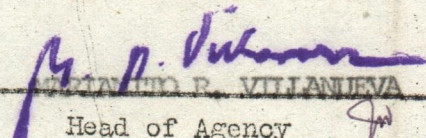
24. I hereby certify that the above answers are accurate and complete.

Date


Signature and Title of Immediate Supervisor

25. APPROVED:

Date


Head of Agency