
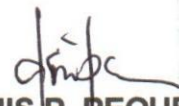



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE PATINDOL TEOFANES ANDOY (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE SUCs	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: PhP 552,768.00 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Associate Professor V		9. WORKING PROPOSED TITLE Professor II	
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 % 15 % 15% 10% <hr/> 100%		1. Teaches forestry and environmental science courses 2. Prepares course syllabi 3. Performs research and extension activities 4. Performs other functions that may be assigned from time to time	

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>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Calculator, paper, ball pen, pencil, chalk, computer, & other instructional facilities</p>																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <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 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)	[]	[]																	
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;">  <p><u>TEOFANES A. PATINDOL</u> Signature of Employee</p> </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 and environmental science 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: MSc degree in the area of specialization Experience: None required																			
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;">  <p><u>DENNIS P. PEQUE, Head</u> Signature and Title of Immediate Supervisor</p> </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;">  <p><u>EDGARDO E. TULIN</u> Head of Agency</p> </div> </div>																			