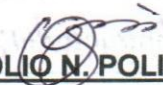

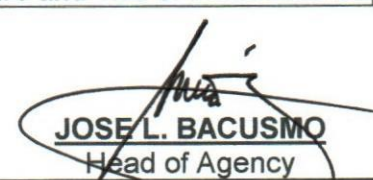


| | | | |
|---|--|--|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form) | | 1. NAME OF EMPLOYEE <u>POLINAR</u> <u>ANATOLIO</u> <u>NAROLLO</u> (Family Name) (Given Name) (Middle Name) | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University | | 3. BUREAU OR OFFICE SUC | |
| 4. DEPARTMENT/BRANCH/DIVISION Forest & Wildlife Management & Conservation, College of Forestry & Natural Resources | | 5. WORK STATION/PLACE OF WORK Visca, Bayba City, Leyte | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. | 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. AP3-12-2011 | 7a. SALARY P.A.: 316,504.07 7b. OTHER COMPENSATION ACA & PERA 24,000 | |
| 8. OFFICIAL DESIGNATION OF POSITION Assistant Professor III | | 9. WORKING PROPOSED TITLE Assistant Professor 3 | |
| 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;">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;">N O N E</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: none;"> <tr> <td></td> <td style="text-align: center;"><u>Occasional</u></td> <td style="text-align: center;"><u>Frequent</u></td> </tr> <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> </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;"> <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> </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: 45%;"> <p style="text-align: center;"><u>11/14/2011</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"> ANATOLIO N. POLINAR Signature of Employee</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">To provide instruction, research and extension services.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position <p style="text-align: center;">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: 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;">N O N E</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"> TEOFANES A. PATINDOL, Department Head, DFWMC Signature and Title of Immediate Supervisor</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"> JOSE L. BACUSMO Head of Agency</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |