
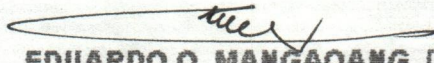
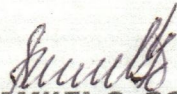


REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> POLINAR (Family Name) ANATOLIO (Given Name) NAROLLO (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE SUC	
4. DEPARTMENT/BRANCH/DIVISION Forestry		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 116,016.00	
		7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor I	
10. WAPCO CLASSIFICATION OF THIS POSITION ANATOLIO POLINAR		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-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
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 <div style="text-align: center;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Director of Instruction</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="text-align: center;">NONE</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities																													
18. CONTRACT <table style="width: 100%;"> <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%;"> <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	[]
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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="width: 45%;"> <u>October 29 1998</u> Date </div> <div style="width: 45%; text-align: right;">  ANATOLIO N. POLINAR Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. To provide instruction, research and extension services.																													
22. Describe briefly the general function of the position To provide instruction in Forestry courses.																													
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). <table style="width: 100%;"> <tbody> <tr> <td style="width: 80%;">Education: Bachelor's degree in the area of specialization</td> <td style="width: 20%; text-align: center;">Percent of Working Time</td> </tr> <tr> <td>Experience: None required</td> <td></td> </tr> </tbody> </table>		Education: Bachelor's degree in the area of specialization	Percent of Working Time	Experience: None required																									
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23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">NONE</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>October 29, 1998</u> Date </div> <div style="width: 45%; text-align: right;">  EDUARDO O. MANGAOANG, Department Head Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>October 1998</u> Date </div> <div style="width: 45%; text-align: right;">  SAMUEL S. GO Head of Agency </div> </div>																													