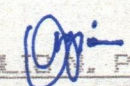
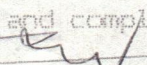


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>FOLINAR</u> <u>ANATOLIS</u> <u>NAROLLO</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <i>Visayas State College of Agriculture</i>		2. BUREAU OR OFFICE SLC	
3. DEPARTMENT/BRANCH/DIVISION FORESTRY		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. 7b. OTHER COMPENSATION #78,816.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor I	
10. WAFOD CLASSIFICATION OF THIS POSITION <i>(Handwritten: 1-10)</i>		11. OCCUPATION GROUP TITLE <i>(Handwritten: Please blank)</i>	
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		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 <i>Department Head</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>Director of Instruction</i>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <i>NONE</i>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>calculator, paper, ball pen, pencil, chalk & other instructional facilities</i>																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%; text-align: center;">Occasional</td> <td style="width: 35%; text-align: center;">Frequent</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>Others (Specify)</td> <td style="text-align: center;">" "</td> <td style="text-align: center;">" "</td> </tr> </table>		Occasional	Frequent	General Public	" X "	" "	Other Agencies	" X "	" "	Supervisors	" "	" X "	Management	" "	" X "	Others (Specify)	" "	" "	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Normal Working Condition</td> <td style="width: 30%; 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)	" "
	Occasional	Frequent																											
General Public	" X "	" "																											
Other Agencies	" X "	" "																											
Supervisors	" "	" X "																											
Management	" "	" X "																											
Others (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. <i>October 3, 1997</i> Date  <i>ANATOLE L. POLINAR</i> Signature of Employee																													
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 GS of the College</i> Experience:																													
23b. Licenses or certificates required to do this work, if any. <i>NONE</i>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <i>21 Oct 1997</i> Date  <i>EDUARDO O. MANGADANG - OIC, DOF</i> Signature and Title of Immediate Supervisor																													
25. APPROVED: Date  <i>SAMUEL S. GO</i> Head of Agency																													