

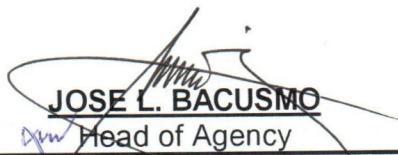


REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="text-align: center;"><u>PEQUE</u> (Family Name)</div> <div style="text-align: center;"><u>DENNIS</u> (Given Name)</div> <div style="text-align: center;"><u>PASCUAL</u> (Middle Name)</div> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center; margin-top: 5px;"><i>Visayas State University</i></div>		3. BUREAU OR OFFICE <div style="text-align: center; margin-top: 5px;"><i>SUC</i></div>	
4. DEPARTMENT/BRANCH/DIVISION <div style="text-align: center; margin-top: 5px;"><i>Department of Agroforestry College of Forestry and Natural Resources</i></div>		5. WORK STATION/PLACE OF WORK <div style="text-align: center; margin-top: 5px;"><i>Visca, Baybay City, Leyte</i></div>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: <div style="text-align: center; margin-top: 5px;"><i>Php171,876.00</i></div> 7b. OTHER COMPENSATION <div style="text-align: center; margin-top: 5px;"><i>ACA & PERA</i></div>	
8. OFFICIAL DESIGNATION OF POSITION <div style="text-align: center; margin-top: 5px;"><i>Instructor II</i></div>		9. WORKING PROPOSED TITLE <div style="text-align: center; margin-top: 5px;"><i>Instructor II</i></div>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <div style="text-align: center; margin-top: 5px;">(leave blank)</div>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>MUNICIPALITY []</div> <div>CITY []</div> <div>PROVINCE []</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time	DUTIES		
60% 15 15 10 ----- 100%	1. <i>Teaches forestry courses.</i> 2. <i>Prepares course syllabi.</i> 3. <i>Performs research and extension activities.</i> 4. <i>Perform other functions that may be assigned from time to time.</i>		

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>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	[]
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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%;"> <p style="text-align: center;"><u>SEPTEMBER 19, 2008</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;">  <p>DENNIS P. PEQUE 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 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: B.S. 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: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;">  <p>ARTURO E. PASA, Department Head 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;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;">  <p>JOSE L. BACUSMO Head of Agency</p> </div> </div>																													