(Position Description Form) (Family Name) (Given Name) (Middle Name) 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Leyte State University (Family Name) (Given Name) (Middle Name) 3. BUREAU OR OFFICE SUC	REPUBL	IC OF THE PHILIPPINES BC-CSC	NAME OF EMPLOYEE QUIMIO JUSTINO MARUDO			
AGENCY/ LOCAL GOVERNMENT Leyte State University 4. DEPARTMENT/BRANCH/DIVISION Forestry 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM						
4. DEPARTMENT/BRANCH/DIVISION Forestry 6a. PRES. APPRO. 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ORD. NO. ITEM NOVISCAB-APRO3+12-1998 8. OFFICIAL DESIGNATION OF POSITION Professor I 10. WAPCO CLASSIFICATION OF THIS POSITION 11. OCCUPATION GROUP TITLE POSITION 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [[1 st 2nd 3rd 4th 5th 6th [] [] [] [] [] [] [] [] [] [2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT					
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR				
College Dean	Director of Instruction				
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) NONE					
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities					
18. CONTRACT <u>Occasional</u> <u>Frequent</u>	19. WORKING CONDITION				
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.					
Date JUSTINO M QUIMIO Signature of Employee					
21. Describe briefly the general function of the Unit or S	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).					
Education: ,Relevant masteral degree					
Experience: 14 years of relevant experience; 24 hours of relevant training.					
23b. Licenses or certificates required to do this work, if any.					
NONE					
24. I HEREBY CERTIFY that the above answers are accurate and complete.					
	EDUARDO O. MANGAOANG, College Dean				
Date Signature and Title of Immediate Supervisor					
25. APPROVED					
	PACIENCIA P. MILAN				
Date	Head of Agency				