

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

MANGAOANG EDUARDO OLIVAS
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

DOF, VISCA, Baybay

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.

7a. SALARY P.A. : 7b. OTHER COMPEN-

ACT/ 87 : ACT/

AUTHORIZED : SATION

BOARD RES/ : BOARD RES/

ACTUAL P40,728.00 : COLA

ORD. NO. : ORD. NO.

ITEM NO. 6-89 : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Assistant Professor II

Assistant Professor II

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 attach additional sheets.

Percent of: DUTIES ---

Working :

Time :

60% : 1. To teach forestry and related courses.

20% : 2. To handle researches.

20% : 3. To do extension activities.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head : 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, weighing scale, chalk, paper, pen, mensuration materials

18. CONTACT			19. WORKING CONDITION		
	Occasional	Frequent			
General Public	: X :	: :	Normal Working Condition	:	:
Other Agencies	: X :	: :	Field Work	:	:
Supervisors	: :	: X :	Field Trips	:	:
Management	: :	: :	Exposed to varied Weather	:	:
Others (Specify)	: :	: :	Others (Specify)	:	:

20. I CERTIFY that the above answers are accurate and complete.

9/15/89 Date
EDUARDO C. VILLARDO Signature of Employee

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, research and extension in forestry and related fields.

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: BS degree with specific area of specialization plus
Experience: other requirements per OS of the College.

23b. Licenses or certificates required to do this work, if any.
None

24. I hereby certify that the above answers are accurate and complete.
9/15/89 Date
EDUARDO C. VILLARDO - Dept. Head Signature and Title of Immediate Supervisor

25. APPROVED:
Sept 16/89 Date
M. R. Villarado Head of Agency