

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
(Revised Version No. 1, s. 2017)

1. POSITION TITLE (as approved by authorized agency with parenthetical title)

FOREST RANGER

2. ITEM NUMBER

3. SALARY GRADE

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

☐ Province
☒ City
☐ Municipality

☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

STATE UNIVERSITY & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

DEPARTMENT OF FOREST SCIENCE

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

HEAD, DEPARTMENT OF FOREST SCIENCE

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEAN, COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

BOOTS, HARD HAT, GOGGLES, RADIO, BOLO, etc.

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

☒

☐

Supervisors

☐

☒

Non-Supervisors

☐

☒

Staff

☐

☒

General Public

☒

☐

Other Agencies

☒

☐

Others (Please Specify):

Admin Offices

☐

☒

18. WORKING CONDITION

Office Work

☐

☐

Field Work

☒

☐

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

To provide instruction and undertake research and extension activities in Forestry and Forest Development Projects

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Forest protection and monitoring, as well as assisting field works in relation to instruction, research, and extension			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Graduate	None Required	None Required	None required (MC 10 s. 2013 - Cat. III)**
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			1
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			1
3. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			1
4. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.			1
5. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			1
21f. Functional Competencies			Competency Level
1. 1. Attention to Details - Reports accurate information and spot errors in documents/jobs and other forms of written communication/outputs in a timely manner.			1
2. Achievement Orientation - Uses internal and external resources effectively to achieve individual, team, and organisational goals.			1
3. Problem Solving Skills - Resolve deviations and exercises good judgement by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
25%	1. Conduct tree inventory	1	
25%	2. 1. Conduct routinary foot patrol to control and apprehend forest violators inside VSU reservation.	1	
25%	3. Prepare and deliver letter to forest violators & make written report in relation to forest protection	1	
15%	4. 3. Inspect requested trees for cutting and utilization	1	
10%	5. Assist field work related to instruction, research, and extension	1	
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <p><i>11/28/24</i> REYNALDO N. GLORIA Employee's Name, Date and Signature</p> </div> <div style="text-align: center;"> <p><i>12/4/24</i> ANGELICA P. BALDOS Supervisor's Name, Date and Signature</p> </div> </div>			