

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Forestry

6a. PRES.. APPROP.

ACT/ BP B1g. 80

BOARD RES./

ORD. NO.

ITEM NO. 28(13)

6b. PRES. APPROP.

ACT/ BP B1g. 40

BOARD RES./

ORD. NO.

ITEM NO. 26(14)

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL P14,532.00

P14,532.00

9. WORKING OR PROPOSED TITLE

Instructor

11. OCCUPATIONAL 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

70%

45%

5%

5%

3%

2%

1. Teaches and lectures Forestry subjects.

2. Coordinates VISCA Tree Planting activities.

3. Performs student counselling.

4. Assists in the Protection and Rehabilitation of the VISCA Forest Reservation.

5. Assists in the development and maintenance of the Forest Nursery.

6. Performs extension works.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Acting Head, Dept. of Forestry 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.
Typewriter, mimeographing machine, nursery and reforestation equipment, laboratory

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

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

SEPT. 25, 1981
Date

[Signature]
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To provide instruction and undertake research and extension activities in Forestry and Forest Development Project.

22. Describe briefly the general function of the position.
To provide instruction on Forestry subjects and conduct research and extension services.

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 other requirements
Experience: per QS 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.
November 10, 1981 [Signature]
Date Signature and Title of Immediate Supervisor
MARCOS L. BONITA, Acting Head, Forestry Dept.



25. APPROVED:
11/11/81
Date

[Signature]
F. A. BERNARDO
Head of Agency