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| 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 <div style="text-align: center; font-weight: bold; font-size: 1.2em;">FOREST RANGER</div> | | |
| 2. ITEM NUMBER | | | 3. SALARY GRADE | | |
| | | | | | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | | | |
| <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality | | <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class | | <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT | | | 6. BUREAU OR OFFICE | | |
| VISAYAS STATE UNIVERSITY | | | DEPARTMENT OF FOREST SCIENCE | | |
| 7. DEPARTMENT / BRANCH / DIVISION | | | 8. WORKSTATION / PLACE OF WORK | | |
| DEPARTMENT OF FOREST SCIENCE | | | VSU, BAYBAY CITY, LEYTE | | |
| 9. PRESENT APPROP ACT | | 10. PREVIOUS APPROP ACT | | 11. SALARY AUTHORIZED | |
| | | | | | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | | |
| HEAD, DEPARTMENT OF FOREST SCIENCE | | | DEAN, COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE | | |
| 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED | | | | | |
| <i>(if more than seven (7) list only by their item numbers and titles)</i> | | | | | |
| 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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | General Public | |
| Supervisors | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other Agencies | |
| Non-Supervisors | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Others (Please Specify): | |
| Staff | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Admin Offices | |
| 18. WORKING CONDITION | | | | | |
| Office Work | | <input type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) | |
| Field Work | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| 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; margin-top: 20px;"> <div style="text-align: center;">  REYNALDO N. GLORIA Employee's Name, Date and Signature </div> <div style="text-align: center;">  ANATOLIO N. POLINAR Supervisor's Name, Date and Signature </div> </div> | | | |