
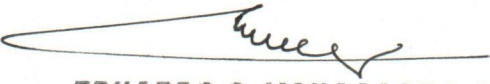



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|--|---|---|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form) | | 1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <u>PATINDOLI</u> (Family Name) <u>TEOFANES</u> (Given Name) <u>ANDOY</u> (Middle Name) </div> | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <i>Visayas State College of Agriculture</i> | | 3. BUREAU OR OFFICE <div style="text-align: center;">SUC</div> | |
| 4. DEPARTMENT/BRANCH/DIVISION <div style="text-align: center;">Forestry</div> | | 5. WORK STATION/PLACE OF WORK <div style="text-align: center;">Baybay, Leyte</div> | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. | 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. | 7a. SALARY P.A.: <div style="text-align: right; margin-top: 5px;">P 138,016.00</div> 7b. OTHER COMPENSATION | |
| 8. OFFICIAL DESIGNATION OF POSITION <div style="text-align: center;">Assistant Professor I</div> | | 9. WORKING PROPOSED TITLE <div style="text-align: center;">Assistant Professor I</div> | |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | | 11. OCCUPATION GROUP TITLE <div style="text-align: center;">(leave blank)</div> | |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="text-align: center;"> MUNICIPALITY [] <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] </div> </div> <div style="text-align: center;"> CITY [] <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 3rd [] 4th [] </div> </div> <div style="text-align: center;"> PROVINCE [] <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 5th [] 6th [] </div> </div> </div> | | | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets. | | | |
| Percent of Working Time | DUTIES | | |
| 60% 15 15 10 100% | <ol style="list-style-type: none"> 1. <i>Teaches forestry courses.</i> 2. <i>Prepares course syllabi.</i> 3. <i>Performs research and extension activities.</i> 4. <i>Perform other functions that may be assigned from time to time.</i> | | |

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Director of Instruction</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-------------------|-----------------|----------------|-------|-------|----------------|-------|-------|-------------|-------|-------|------------|-------|-------|-----------------|-------|-------|--|--------------------------|-------|------------|-------|-------------|-------|---------------------------|-------|----------------|-------|
| 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">NONE</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p>calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center;"><u>Occasional</u></th> <th style="width: 20%; text-align: center;"><u>Frequent</u></th> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table> | | <u>Occasional</u> | <u>Frequent</u> | General Public | [x] | [] | Other Agencies | [x] | [] | Supervisors | [] | [x] | Management | [] | [x] | Other (Specify) | [] | [] | 19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Normal Working Condition</td> <td style="width: 20%; text-align: center;">[x]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others Specify</td> <td style="text-align: center;">[]</td> </tr> </table> | Normal Working Condition | [x] | Field work | [] | Field Trips | [] | Exposed to Varied Weather | [] | Others Specify | [] |
| | <u>Occasional</u> | <u>Frequent</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>October 28, 1998</u> Date </div> <div style="text-align: center;">  TEOFANES A. PATINDOL Signature of Employee </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. <p>To provide instruction, research and extension services.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position <p>To provide instruction in Forestry courses.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: Bachelor's degree relevant to the job Experience: 1 year relevant experience; 4 hrs relevant training | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">NONE</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>October 28, 1998</u> Date </div> <div style="text-align: center;">  EDUARDO O. MANGAOANG, Department Head Signature and Title of Immediate Supervisor </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>October 1998</u> </div> <div style="text-align: center;">  SAMUEL S. GO </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |