

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

Department of Forestry

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ E.O. 87 : ACT/
BOARD RES./ : BOARD RES./
ORD. NO. : ORD. NO.
ITEM NO. LS : ITEM NO. LS

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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 :

65%

20%

15%

: Teaches undergraduate courses in forestry.
: Conducts research.
: Assists forest conservation officer implement protection
: measures against illegal squatters in the ViSCA forest reserve

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

OIC, Forestry Department

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, steel tape, audio-visual aids, etc.

18. CONTACTS

Occasional

Frequent

General Public

: X :

: : :

Other Agencies

: X :

: : :

Supervisors

: : :

: X :

Management

: : :

: X :

Others (Specify)

: : :

: : :

19. WORKING CONDITION

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.

11-16-87

Date

THOMAS A. PATINDOL

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 in Forestry courses

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

Experience: plus other requirements 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.

Nov. 17, 1987

Date

EDILBERTO NASAYAO

Officer-in-Charge

Signature and Title of Immediate Supervisor

25. APPROVED:

11-20-87

Date

M. R. VILLANUEVA

Head of Agency