REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE	
		COME, RENEZITA SALES	
(Fosition Description Form)		(Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
Leyte State University		SUC	
4. DEPARTMENT/BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
Forest & Wildlife Management & Conservation, College of Forestry and Natural Resources		Baybay, Leyte	
6a. PRES. APPR ACT/	RO. 6b. PREV. APPRO ACT/	7a. SALARY P.A.: P 134,004.00	
BOARD RES ORD. NO. ITEM NO.		7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
Instructor I		Instructor I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE	
		(leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS			
MUNICIPALITY [] CIT		Y [] PROVINCE [[
	1st 2nd 3rd []	4th 5th 6th	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time	DUTIES		
60%	Teaches forestry courses.		
15	2. Prepares course syllabi.		
15	3. Performs research and extension activities.		
10	4. Perform other functions that may be assigned from time to time.		
100%			
I			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Department Head	College Dean		
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, paper, ball pen, pencil, chalk, computer & other instructional facilities			
18. CONTRACT <u>Occasional</u> <u>Frequent</u>	19. WORKING CONDITION		
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.			
October 20, 2006 Date	RENEZITA S. COME 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: BSc degree in the area of specialization			
Experience: None required			
23b. Licenses or certificates required to do this work, if any.			
NONE			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
Vin Din 3			
no out de	JUSTINO M. QUIMIO, Department Head, DFWMC		
Date	Signature and Title of Immediate Supervisor		
25. APPROVED			
 Date	PACIENCIA P. MILAN Head of Agency		