

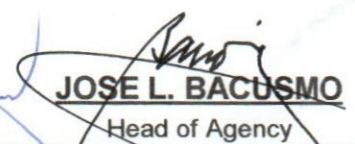


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  <b>PATINDOL TEOFANES ANDOY</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  <b>Visayas State University, Baybay City, Leyte</b>		3. BUREAU OR OFFICE  <b>SUCs</b>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: <b>PhP 517,452.00</b>  7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION  <b>Associate Professor IV</b>		9. WORKING PROPOSED TITLE  <b>Associate Professor V</b>	
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 <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/>  1st    2nd    3rd    4th    5th    6th <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time		DUTIES	
60 % 15 % 15% 10% <hr/> 100%		1. <b>Teaches forestry and environmental science courses</b> 2. <b>Prepares course syllabi</b> 3. <b>Performs research and extension activities</b> 4. <b>Performs other functions that may be assigned from time to time</b>	

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <p style="text-align: center;"><b>Department Head</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <p style="text-align: center;"><b>College Dean</b></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;"><b>NONE</b></p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <p style="text-align: center;"><b>Calculator, paper, ball pen, pencil, chalk, computer, &amp; other instructional facilities</b></p>																													
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <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> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[   ]	Other Agencies	[ X ]	[   ]	Supervisors	[   ]	[ X ]	Management	[   ]	[ X ]	Other (Specify)	[   ]	[   ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="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> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[   ]	Field Trips	[   ]	Exposed to Varied Weather	[   ]	Others (Specify)	[   ]
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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;">   <b>TEOFANES A. PATINDOL</b>            Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  <p style="text-align: center;"><b>To provide instruction, research, and extension services</b></p>																													
22. Describe briefly the general function of the position.  <p style="text-align: center;"><b>To provide instruction in forestry and environmental science courses</b></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).  <p>Education: <b>MSc degree in the area of specialization</b></p> <p>Experience: <b>None required</b></p>																													
23b. Licenses or certificates required to do this work, if any.  <p style="text-align: center;"><b>NONE</b></p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;">   <b>DENNIS P. PEQUE, Head</b>            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;">   <b>JOSE L. BACUSMO</b>            Head of Agency         </div> </div>																													