
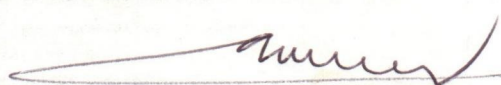



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|---|---|---|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form) | | 1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> POLINAR (Family Name) ANATOLIO (Given Name) NAROLLO (Middle Name) </div> | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <p style="text-align: center;">Visayas State College of Agriculture</p> | | 3. BUREAU OR OFFICE <p style="text-align: center;">SUC</p> | |
| 4. DEPARTMENT/BRANCH/DIVISION <p style="text-align: center;">Forestry</p> | | 5. WORK STATION/PLACE OF WORK <p style="text-align: center;">Baybay, Leyte</p> | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. | 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. | 7a. SALARY P.A.: <p style="text-align: center;">P 134,004.00</p> 7b. OTHER COMPENSATION | |
| 8. OFFICIAL DESIGNATION OF POSITION <p style="text-align: center;">Instructor I</p> | | 9. WORKING PROPOSED TITLE <p style="text-align: center;">Instructor I</p> | |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | | 11. OCCUPATION GROUP TITLE <p style="text-align: center;">(leave blank)</p> | |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div> | | | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets. | | | |
| Percent of Working Time | DUTIES | | |
| 60% | 1. 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% | | | |

| 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%;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></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> | | <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%;"> <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 | [] |
| | <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;"> <div style="text-align: center;"> October 2001 Date </div> <div style="text-align: center;">  ANATOLIO N. POLINAR 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 in the area of specialization Experience: None required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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;"> <div style="text-align: center;"> October 2001 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;"> <div style="text-align: center;"> October 2001 Date </div> <div style="text-align: center;">  PACIENCIA P. MILAN Head of Agency </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |