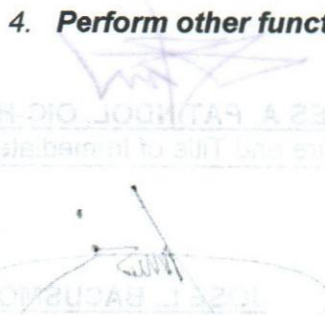


REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-around;"> <span><u>QUIMIO</u> (Family Name)</span> <span><u>JUSTINO</u> (Given Name)</span> <span><u>MARUDO</u> (Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>Visayas State University</b>		3. BUREAU OR OFFICE <b>SUC</b>	
4. DEPARTMENT/BRANCH/DIVISION <b>College of Forestry and Natural Resources</b>		5. WORK STATION/PLACE OF WORK <b>Visca, Baybay City, Leyte</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <b>PROF 4-B-2011</b>	7a. SALARY P.A.: <b>649,050.00</b> 7b. OTHER COMPENSATION <b>24,000</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Professor 1V</b>		9. WORKING PROPOSED TITLE <b>Professor 4</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 <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st [ ]</div> <div>2nd [ ]</div> <div>3rd [ ]</div> <div>4th [ ]</div> <div>5th [ ]</div> <div>6th [ ]</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time	DUTIES		
60%	1. <b>Teaches forestry courses.</b>		
15	2. <b>Prepares course syllabi.</b>		
15	3. <b>Performs research and extension activities.</b>		
10	4. <b>Perform other functions that may be assigned from time to time.</b>		
100%			

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><b>calculator, paper, ball pen, pencil, chalk, computer &amp; other instructional facilities</b></p>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;"></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; 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;"> <p><b>JUSTINO M. QUIMIO</b> Signature of Employee</p> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p><b>To provide instruction, research and extension services.</b></p>																													
22. Describe briefly the general function of the position <p><b>To provide instruction in Forestry 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).  Education: <u>Relevant doctoral degree</u> Experience: <u>5 yrs. of rel. exp.</u>																													
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;"> <p><b>TEOFANES A. PATINDOL, OIC-Head, DFWMC</b> Signature and Title of Immediate Supervisor</p> </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;"> <p><b>JOSE L. BACUSMO</b> Head of Agency</p> </div> </div>																													