

REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">PEQUE</td> <td style="width: 33%; text-align: center;">DENNIS</td> <td style="width: 33%; text-align: center;">PASCUAL</td> </tr> <tr> <td style="text-align: center;">(Family Name)</td> <td style="text-align: center;">(Given Name)</td> <td style="text-align: center;">(Middle Name)</td> </tr> </table>		PEQUE	DENNIS	PASCUAL	(Family Name)	(Given Name)	(Middle Name)			
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(Family Name)	(Given Name)	(Middle Name)										
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE SUC										
4. DEPARTMENT/BRANCH/DIVISION Forestry		5. WORK STATION/PLACE OF WORK Baybay, Leyte										
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. LS	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 127,620.00										
7b. OTHER COMPENSATION PERA/ACA		8. OFFICIAL DESIGNATION OF POSITION Instructor I										
9. WORKING PROPOSED TITLE Instructor I		10. WAPCO CLASSIFICATION OF THIS POSITION INSTRUCTOR I										
11. OCCUPATION GROUP TITLE (leave blank)		12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">MUNICIPALITY []</td> <td style="width: 33%;">CITY []</td> <td style="width: 33%;">PROVINCE []</td> </tr> <tr> <td style="text-align: center;">1st []</td> <td style="text-align: center;">2nd []</td> <td style="text-align: center;">3rd []</td> </tr> <tr> <td style="text-align: center;">4th []</td> <td style="text-align: center;">5th []</td> <td style="text-align: center;">6th []</td> </tr> </table>		MUNICIPALITY []	CITY []	PROVINCE []	1st []	2nd []	3rd []	4th []	5th []	6th []
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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

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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, paper, ball pen, pencil, chalk, computer & other instructional facilities

18. CONTRACT

OccasionalFrequent

General Public

☒☐

Other Agencies

☒☐

Supervisors

☐☒

Management

☐☐

Other (Specify)

☐☐

19. WORKING CONDITION

Normal Working Condition

☒

Field work

☐

Field Trips

☐

Exposed to Varied Weather

☐

Others Specify

☐

20. I CERTIFY that the above answers are accurate and complete.

March 14, 2001

Date

DENNIS F. PEQUE

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: **Bachelor's 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.

Date

EDUARDO O. MANGAONG, Department Head

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN

Head of Agency