
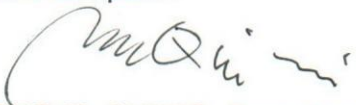
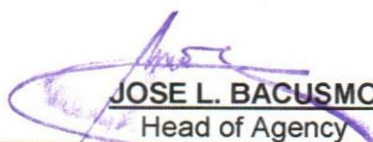


REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <div> <div>PATINDOL</div> <div>TEOFANES</div> <div>ANDOY</div> </div> <div> <div>(Family Name)</div> <div>(Given Name)</div> <div>(Middle Name)</div> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE SUC	
4. DEPARTMENT/BRANCH/DIVISION College of Forestry and Natural Resources		5. WORK STATION/PLACE OF WORK Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: Php230,016.00 7b. OTHER COMPENSATION ACA & PERA	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>VLSCAP-AP4-8-1998</i>			
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor IV		9. WORKING PROPOSED TITLE Assistant Professor IV	
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> <div>MUNICIPALITY []</div> <div>CITY []</div> <div>PROVINCE []</div> </div> <div> <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. 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;">College Dean</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%; border-collapse: collapse;"> <thead> <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> </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%; 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="text-align: center;"> <u>01/15/09</u> Date </div> <div style="text-align: center;">  TEOFANES A. PATINDOL 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>																													
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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 masteral degree</u> Experience: <u>2 yrs. of relevant experience; 8 hrs. of relevant training.</u>																													
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; align-items: flex-end;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  JUSTINO M. QUIMIO, Department Head, DFWMC Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>																													