

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Department of Forestry

6a. PRES. APPROP. : 6b. PREV. APPROP
ACT/BP Blg. 879 : ACT/BP Blg. 866
BOARD RES./ : BOARD RES./
ORD. NO. : ORD. NO.
ITEM NO. 6-111 : ITEM NO. 6-111

8. OFFICIAL DESIGNATION OF POSITION

Instructor

1. NAME OF EMPLOYEE

MANGAOANG

EDUARDO

O.

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL P25,116.00

7b. OTHER COMPENSATION

COLA

9. WORKING OR PROPOSED TITLE

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY

CITY

PROVINCE

1st

2nd

3rd

4th

5th

6th

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of:

Working

Time

90%

Teaches Forestry courses.

10%

Performs other functions which may be assigned by the Dept. Head.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head : 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.

Typewriter, calculator, board, chalkboard, etc.

18. CONTACTS

Occasional

Frequent

General Public

: X :

: : :

Other Agencies

: X :

: : :

Supervisors

: : :

: X :

Management

: : :

: X :

Others (Specify)

: : :

: : :

19. WORKING CONDITION

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.

11/3/86
Date

EDUARDO O. MANGAOANG

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension services in the field of Forestry

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: BS degree with specific area of specialization

Experience: plus other requirements per QS of the College

23b. Licenses or certificates required to do this work, if any.

None required

24. I hereby certify that the above answers are accurate and complete

10/2/86
Date

ROMEO S. RAROS - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

10/3/86
Date

M. R. VILLANUEVA
Head of Agency