
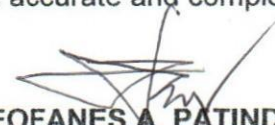
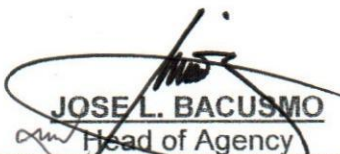


REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <u>POLINAR</u> (Family Name) <u>ANATOLIO</u> (Given Name) <u>NAROLLO</u> (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <p style="text-align: center;">Visayas State University</p>		3. BUREAU OR OFFICE <p style="text-align: center;">SUC</p>	
4. DEPARTMENT/BRANCH/DIVISION <p style="text-align: center;">Forest & Wildlife Management & Conservation, College of Forestry & Natural Resources</p>		5. WORK STATION/PLACE OF WORK <p style="text-align: center;">Visca, Baybay, Leyte</p>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>Visca-INT-17-2004</i>	7a. SALARY P.A.: <p style="text-align: center;">Php 253,344</p> 7b. OTHER COMPENSATION <p style="text-align: center;">ACA & PERA</p>	
8. OFFICIAL DESIGNATION OF POSITION <p style="text-align: center;">Instructor III</p>		9. WORKING PROPOSED TITLE <p style="text-align: center;">Assistant Professor</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: 10px;"> <div style="text-align: center;"> MUNICIPALITY [] 1st [] 2nd [] </div> <div style="text-align: center;"> CITY [] 3rd [] 4th [] </div> <div style="text-align: center;"> PROVINCE [] 5th [] 6th [] </div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time	DUTIES		
60% 15 15 10 ----- 100%	<ol style="list-style-type: none"> 1. Teaches forestry courses. 2. Prepares course syllabi. 3. Performs research and extension activities. 4. Perform other functions that may be assigned from time to time. 		
14. POSITION TITLE OF IMMEDIATE SUPERVISOR		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR	

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6P # 5050

Department Head		College Dean	
		6/3/11	
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. calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities			
18. CONTRACT	<u>Occasional</u>	<u>Frequent</u>	19. WORKING CONDITION
General Public	[x]	[]	Normal Working Condition
Other Agencies	[x]	[]	Field work
Supervisors	[]	[x]	Field Trips
Management	[]	[x]	Exposed to Varied Weather
Other (Specify)	[]	[]	Others Specify
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>May 26, 2011</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"> ANATOLIO N. POLINAR Signature of Employee</p> </div> </div>			
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: BSc 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="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"> TEOFANES A. PATINDOL Department Head, DFWMC Signature and Title of Immediate Supervisor</p> </div> </div>			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"> JOSE L. BACUSMO Head of Agency</p> </div> </div>			