

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>PATINDOL</u> <u>TEOFANES</u> <u>ANDY</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <u>Visayas State College of Agriculture</u>		2. BUREAU OR OFFICE <u>SUC</u>	
3. DEPARTMENT/BRANCH/DIVISION <u>FORESTRY</u>		5. WORK STATION/PLACE OF WORK <u>Baybay, Leyte</u>	
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. <u>P78,816.00</u>	7b. OTHER COMPENSATION
8. OFFICIAL DESIGNATION OF POSITION <u>Instructor II</u>		9. WORKING PROPOSED TITLE <u>Instructor II</u>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION 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	D U T I E S		
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 <i>Department Head</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>Director of Instruction</i>																												
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. <i>calculator, paper, ball pen, pencil, chalk & other instructional facilities</i>																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;">Occasional</td> <td style="width: 30%; text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">: ☒ :</td> <td style="text-align: center;">: :</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">: ☒ :</td> <td style="text-align: center;">: :</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">: :</td> <td style="text-align: center;">: ☒ :</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">: :</td> <td style="text-align: center;">: ☒ :</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">: :</td> <td style="text-align: center;">: :</td> </tr> </table>		Occasional	Frequent	General Public	: ☒ :	: :	Other Agencies	: ☒ :	: :	Supervisors	: :	: ☒ :	Management	: :	: ☒ :	Others (Specify)	: :	: :	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Normal Working Condition</td> <td style="width: 30%; text-align: center;">: ☒ :</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	: ☒ :	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. <i>5/28/96</i> Date TEDES A. PATINDOL Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. <i>To provide instruction, research & extension services.</i>																													
22. Describe briefly the general function of the position. <i>To provide instruction in Forestry courses.</i>																													
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: <i>M.S. degree with specific area of specialization per GS of the College</i> Experience:																													
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 ERNESTO C. BUNATAY - Department Head Signature and Title of Immediate Supervisor																													
25. APPROVED: Date SAMUEL S. GO Head of Agency																													