

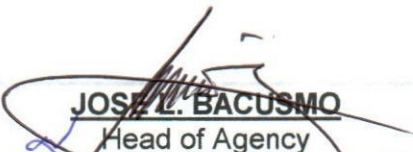


|   |   |   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
|---|---|---|-----|------------------|---------------|----------------|---------------|--------------|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| REPUBLIC OF THE PHILIPPINES<br>BC-CSC<br>(Position Description Form)  |   | 1. NAME OF EMPLOYEE<br><table border="1"> <tr> <td><b>PEQUE</b></td> <td><b>DENNIS</b></td> <td><b>PASCUAL</b></td> </tr> <tr> <td>(Family Name)</td> <td>(Given Name)</td> <td>(Middle Name)</td> </tr> </table> |     | <b>PEQUE</b>     | <b>DENNIS</b> | <b>PASCUAL</b> | (Family Name) | (Given Name) | (Middle Name) |     |     |     |     |     |     |     |     |     |     |     |     |
| <b>PEQUE</b>  | <b>DENNIS</b>   | <b>PASCUAL</b>  |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| (Family Name)   | (Given Name)  | (Middle Name)   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 2. DEPARTMENT, CORPORATION OR AGENCY/<br>LOCAL GOVERNMENT<br><br><b>Visayas State University</b>  |   | 3. BUREAU OR OFFICE<br><br><b>SUCs</b>  |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 4. DEPARTMENT/BRANCH/DIVISION<br><br><b>Department of Agroforestry<br/>         College of Forestry and Natural Resources</b>   |   | 5. WORK STATION/PLACE OF WORK<br><br><b>Visca, Baybay City, Leyte</b>   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 6a. PRES. APPRO.<br>ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO.  | 6b. PREV. APPRO<br>ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO. <b>Visca-P-AP-14-2011</b> | 7a. SALARY P.A.: <b>P 272,246.00</b><br><br>7b. OTHER COMPENSATION <b>P 24,000</b><br><br><b>ACA &amp; PERA</b>   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 8. OFFICIAL DESIGNATION OF POSITION<br><br><b>Instructor III</b>  |   | 9. WORKING PROPOSED TITLE<br><br><b>Assistant Professor I</b>   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 10. WAPCO CLASSIFICATION OF THIS POSITION   |   | 11. OCCUPATION GROUP TITLE<br><br>(leave blank)   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br><table border="0"> <tr> <td colspan="2">MUNICIPALITY [ ]</td> <td colspan="2">CITY [ ]</td> <td colspan="2">PROVINCE [ ]</td> </tr> <tr> <td>1st</td> <td>2nd</td> <td>3rd</td> <td>4th</td> <td>5th</td> <td>6th</td> </tr> <tr> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> </tr> </table> |   |   |     | MUNICIPALITY [ ] |               | CITY [ ]       |               | PROVINCE [ ] |               | 1st | 2nd | 3rd | 4th | 5th | 6th | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |
| MUNICIPALITY [ ]  |   | CITY [ ]  |     | PROVINCE [ ]     |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 1st   | 2nd   | 3rd   | 4th | 5th              | 6th           |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| [ ]   | [ ]   | [ ]   | [ ] | [ ]              | [ ]           |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.   |   |   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| Percent of Working Time   | DUTIES  |   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 60%   | 1. <b>Teaches forestry courses.</b>   |   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 15  | 2. <b>Prepares course syllabi.</b>  |   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 15  | 3. <b>Performs research and extension activities.</b>                                   |   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 10  | 4. <b>Perform other functions that may be assigned from time to time.</b>               |   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |
| 100%  |   |   |     |                  |               |                |               |              |               |     |     |     |     |     |     |     |     |     |     |     |     |



| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><p style="text-align: center;"><b>Department Head</b></p>  | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><p style="text-align: center;"><b>College Dean</b></p> |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
|--|--|-------------------|-----------------|----------------|-------|-------|----------------|-------|-------|-------------|-------|-------|------------|-------|-------|-----------------|-------|-------|--|--------------------------|-------|------------|-------|-------------|-------|---------------------------|-------|----------------|-------|
| 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)<br><p style="text-align: center;"><b>NONE</b></p>  |  |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.<br><p><b>calculator, paper, ball pen, pencil, chalk, computer &amp; other instructional facilities</b></p>   |  |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| 18. CONTRACT<br><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<br><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 | [   ] |
|  | <u>Occasional</u>  | <u>Frequent</u>   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| General Public   | [ x ]  | [   ]             |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| Other Agencies   | [ x ]  | [   ]             |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| Supervisors  | [   ]  | [ x ]             |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| Management   | [   ]  | [ x ]             |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| Other (Specify)  | [   ]  | [   ]             |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| 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.<br><br><div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <br/> <p><b>DENNIS P. PEQUE</b><br/>Signature of Employee</p> </div> </div>   |  |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| 21. Describe briefly the general function of the Unit or Section.<br><p><b>To provide instruction, research and extension services.</b></p>  |  |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| 22. Describe briefly the general function of the position<br><p><b>To provide instruction in Forestry courses.</b></p>   |  |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| 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).<br><br>Education: <u>B.S. degree relevant to the job.</u><br>Experience: <u>1 yr. of relevant experience; 8 hrs. of relevant training.</u>   |  |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| 23b. Licenses or certificates required to do this work, if any.<br><p style="text-align: center;"><b>NONE</b></p>  |  |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <br/> <p><b>ARTURO E. PASA, Head, DAF</b><br/>Signature and Title of Immediate Supervisor</p> </div> </div>   |  |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |
| 25. APPROVED<br><br><div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <br/> <p><b>JOSE L. BACUSMO</b><br/>Head of Agency</p> </div> </div>  |  |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |  |                          |       |            |       |             |       |                           |       |                |       |