

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT
VISA'AS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION
DOF, VISCA, Baybay, Leyte

6a. PRES. APPROP.
ACT/ E.O. 87
BOARD RES./
ORD. NO.
ITEM NO. 696

6b. PREV. APPROP.
ACT/
BOARD RES./
ORD. NO.
ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

10. Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE
PATINDOL TEOPANES ANDOY
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

4. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

AUTHORIZED
ACTUAL P28,752.00

7b. OTHER BENEFITS

COLA

9. WORKING PROPOSED TITLE

Instructor

11. OCCUPATION GROUP TITLE

(leave b.)

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

MUNICIPALITY ☐

CITY ☒

PROVINCE ☒

1st

☐

☐

☐

☐

☐

☐

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

Percent of
Working
Time

DUTIES

65%

1. Teaches undergraduate courses in forestry.

20%

2. Conducts researches.

15%

3. Assists forest conservation officer implement protection measures against illegal squatters in the VISCA forest reserve.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Instruction

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) only by their nos. and titles.

None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

Calculator, steel tape, audio-visual aids, etc.

18. CONTACTS

Occasional

Frequent

General Public

☒

Other Agencies

☒

Supervisors

☐

Management

☒

Others (Specify

☐

19. WORKING CONDITION

Normal Working Condition

☒

Field Work

☐

Field Trips

☐

Exposed to varied Weather

☐

Others (Specify)

☐

20. I CERTIFY that the above answers are accurate and complete.

4/17/89
Date

[Signature]
Signature of Employee

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.

23.a. Indicate the required qualifications by years and kind of education considered for 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 plus

EXPERIENCE: other requirements per BS of the College.

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

24. I HEREBY Certify that the above answers are accurate and complete.

April 19, 1989
Date

[Signature]
Signature and Title of Immediate Supervisor
Supervisor

25. APPROVED:

20 Apr 89
Date

[Signature]
Head of Agency