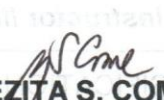

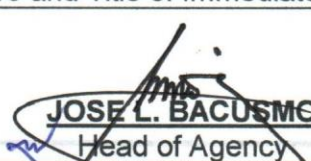


REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE <u>COME,</u> <u>RENEZITA</u> <u>SALES</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE SUC	
4. DEPARTMENT/BRANCH/DIVISION Forest & Wildlife Management & Conservation, College of Forestry and Natural Resources		5. WORK STATION/PLACE OF WORK Visca, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P 715,504.00 7b. OTHER COMPENSATION P 24,000 - ACA & PERA	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. AP-13-2011			
8. OFFICIAL DESIGNATION OF POSITION Instructor III		9. WORKING PROPOSED TITLE Assistant Professor 3	
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 attached additional sheets.			
Percent of Working Time	DUTIES		
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%			

219 10077 644 10241 11/21

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean	
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. calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities			
18. CONTRACT		19. WORKING CONDITION	
	<u>Occasional</u>	<u>Frequent</u>	
General Public	[x]	[]	Normal Working Condition [x]
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.			
_____		 RENEZITA S. COME Signature of Employee	
Date			
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: MSc degree in the area of specialization			
Experience: None required			
23b. Licenses or certificates required to do this work, if any. NONE			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
_____		 TEOFANES A. PATINDOL , OIC-Department Head, DFWMC Signature and Title of Immediate Supervisor	
Date			
25. APPROVED			
_____		 JOSE L. BACUSMO Head of Agency	
Date			