
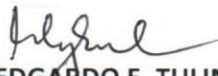



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div>COME RENEZITA SALES</div> <div>(Family Name) (Given Name) (Middle Name)</div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE SUCs	
4. DEPARTMENT/BRANCH/DIVISION Department of Forest Science, College of Forestry and Environmental Science		5. WORK STATION/PLACE OF WORK Visca, Baybay City, Leyte	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. VISCAB-APRO2-10-2014		7a. SALARY P.A.: P 438,804.00 7b. OTHER COMPENSATION Php24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor III		9. WORKING PROPOSED TITLE Associate Professor II	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div>MUNICIPALITY [] CITY [] PROVINCE []</div> <div>1st 2nd 3rd 4th 5th 6th</div> <div>[] [] [] [] [] []</div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time	DUTIES		
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: <div>a. Prepared teaching materials/guides and submit to department head</div> <div>b. Conducts examination (mid/final/long hours/ quizzes).</div> <div>c. Checks test papers and return 1 week after exam.</div> <div>d. Submits grade sheet and turn over class records to department head two weeks after final examination.</div>		
5%	2. Member in different committees.		
5%	3. Participants in the co-curricular activities.		
5%	4. Perform other functions assigned by the Department head.		

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR College Dean			15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Instruction		
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		<u>Occasional</u>	<u>Frequent</u>	19. WORKING CONDITION	
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.					
<div>Date</div>				<div> RENEZITA S. COME Signature of Employee</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: Ph.D. 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.					
<div>Date</div>				<div> EDGARDO E. TULIN, VP for Instruction Signature and Title of Immediate Supervisor</div>	
25. APPROVED					
<div>Date</div>				<div> JOSE L. BACUSMO Head of Agency</div>	