

REPUBLIC OF THE PHILIPPINES BC-CSC (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		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, Bayba, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: Php205,764.00	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7b. OTHER COMPENSATION ACA & PERA	
8. OFFICIAL DESIGNATION OF POSITION Instructor III		9. WORKING PROPOSED TITLE Instructor III	
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>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time		DUTIES	
60% 15 15 10 ----- 100%		1. Teaches forestry courses. 2. Prepares course syllabi. 3. Performs research and extension activities. 4. Perform other functions that may be assigned from time to time.	
14. POSITION TITLE OF IMMEDIATE SUPERVISOR		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR	

Department Head			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	<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 style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="text-align: center;">Date</div>			 RENEZITA S. COME 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.				
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. <div style="text-align: center; padding: 10px;">NONE</div>				
24. I HEREBY CERTIFY that the above answers are accurate and complete.				
<div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="text-align: center;">Date</div>			 TEOFANES A. PATINDOL , OIC-Department Head, DFWMC Signature and Title of Immediate Supervisor	
25. APPROVED			 JOSE L. BACUSMO Head of Agency	
<div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="text-align: center;">Date</div>				