
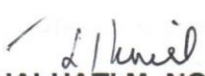
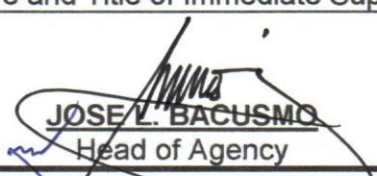


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|--|--|---|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form) | | 1. NAME OF EMPLOYEE <div>COME,RENEZITASALES (Family Name)(Given Name)(Middle Name)</div> | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University | | 3. BUREAU OR OFFICE SUC | |
| 4. DEPARTMENT/BRANCH/DIVISION Department of Forest Science, College of Forestry and Environmental Science | | 5. WORK STATION/PLACE OF WORK Visca, Baybay City, Leyte | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. | | 7a. SALARY P.A.: Php315,504.00 | |
| 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. | | 7b. OTHER COMPENSATION ACA & PERA | |
| 8. OFFICIAL DESIGNATION OF POSITION Assistant Professor III | | 9. WORKING PROPOSED TITLE Assistant Professor 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 [] 1st2nd3rd4th5th6th [][][][][][]</div> | | | |
| 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% | | | |

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|---|--|------------|---|--------------------------------|--|
| 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 | | Occasional | Frequent | 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="display: flex; justify-content: space-between;"><div>_____ Date</div><div> RENEZITA S. COME Signature of Employee</div></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: 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. <div style="display: flex; justify-content: space-between;"><div><u>June 19, 2013</u> Date</div><div> LUALHATI M. NORIEL, OIC, Vice President for Instruction Signature and Title of Immediate Supervisor</div></div> | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between;"><div>_____ Date</div><div> JOSE L. BACUSMO Head of Agency</div></div> | | | | | |