

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 Department of Forest Science		5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-AP3-13-2011	
		7a. SALARY P.A.: P 348,336.00	
		7b. OTHER COMPENSATION P 24,000 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 []</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.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Vice President for Instruction</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>University President</i>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="text-align: center; padding-top: 10px;"><i>NONE</i></div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>calculator, paper, ball pen, pencil, chalk, computer & other instructional facilities</i>																													
18. CONTRACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;"><u>Occasional</u></td> <td style="text-align: center;"><u>Frequent</u></td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[x]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others Specify</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition	[x]	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others Specify	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> <u>RENEZITA S. COME</u> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <i>To provide instruction, research and extension services.</i>																													
22. Describe briefly the general function of the position <i>To provide instruction in Forestry courses.</i>																													
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: <i>PhD degree in the area of specialization</i> Experience: <i>None required</i>																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; padding-top: 10px;"><i>NONE</i></div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"><i>February 26, 2014</i></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="border-bottom: 1px solid black; width: 100%;"><i>Lualhati M. Noriel</i></div> <u>LUALHATI M. NORIEL, OIC, VP for Instruction</u> Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="border-bottom: 1px solid black; width: 100%; margin-top: 20px;"></div> <div style="text-align: center;">Date</div>	<div style="text-align: right; margin-top: 20px;"> <u>JOSE L. BACUSMO</u> Head of Agency </div>																												