

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FROM)

1. NAME OF EMPLOYEE
GARCIA PASTOR PASTURAN
FAMILY NAME GIVEN NAME MIDDLE NAME

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

3. BUREAU OF OFFICE
VISCA

4. DEPT./BRANCH DIVISION

FARMI

5. WORK STATION/PLACE OF WORK
Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP. : 7a. SALARY P.A. : 7b. OTHER COMPENSATION
ACT/RA 7180 : ACT/ : :
BOARD RES./ : BOARD RES./ : AUTHORIZED :
ORD. NO. : ORD. NO. : :
ITEM NO. 157-5 : ITEM NO. : ACTUAL P42,480.00

8. OFFICIAL DESIGNATION OF POSITION
Instructor I (R/E)

9. WORKING OR PROPOSED TITLE
Instructor I (R/E)

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

80%

1. Plan, coordinate and implement on-farm research and development activities of the institute concerning agricultural engineering aspects.

5%

2. Provide technical assistance to farmers and other staff of FARMI and VISCA.

5%

3. Submit required reports, attend meeting(s), seminars and workshops organized by the institute, other VISCA departments and other agencies.

2%

4. Act as a member of VISCA's Upland Rice Team

3%

5. Act as a member of the Key Site Coordinating Committee of the Upland Rice Research Consortium.

5

6. Perform other duties that maybe assigned by the FARMI director.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Interim Director, FAIRMI : Director, ODREX

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

computer

18. CONTACTS

Occasional Frequent

General Public

Other Agencies

Supervisors

Management

Others (specify)

☐☐☐☐☒☒☒☐

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied weather

Others (specify)

☒☐☒☐

20. I CERTIFY THAT the above answers are accurate and complete.

1 Dec 1992

Date

PASTOR T. GARCIA

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Farm and Agricultural Resource Management Research and Development

22. Describe briefly the general function of the position.

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:

BS degree w/ specific area of specialization plus

Experience:

other requirements per QS of the College

23b. Licenses or certificates required to do this work, if any.

None

24. I hereby certify that the above answers are accurate and complete.

Date

ALCOBER

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

VILLALBA

Head of Agency