

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

Agricultural Economics & Agribusiness

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/EO 87 : ACT/BP Blg. 879

BOARD RES/ : BOARD RES/

ORD. NO. : ORD. NO.

ITEM NO. 6-14 : ITEM NO. Lump Sum

8. OFFICIAL DESIGNATION OF POSITION

1. NAME OF EMPLOYEE

: LORETO MANOLO JR. B.
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

: Baybay, Leyte

7a. SALARY P.A.

: AUTHORIZED

: ACTUAL ₱36,872.00

7b. OTHER COMPEN-
SATION

: OIA

9. WORKING PROPOSED TITLE

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10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
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12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1st 2nd 3rd 4th 5th 6th
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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of: DUTIES ---

Working :

Time :

80% : To provide instruction in Ag. Engineering courses;

20% : To conduct research and extension services.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
: :
: :

Head, DAEAM : Director of 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.
computer and other instructional equipment

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	: : :	: : :	Normal Working Condition	: : :
Other Agencies	: : :	: : :	Field Work	: : :
Supervisors	: : :	: : :	Field Trips	: : :
Management	: : :	: : :	Exposed to varied Weather	: : :
Others (Specify)	: : :	: : :	Others (Specify)	: : :

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

Date : 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 Agricultural Engineering 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: BS degree with specific area of specialization
Experience: plus 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.

July 4, 1988 :
Date : Signature and Title of Immediate Supervisor
GREGORIO J. GALIMBERTO, JR. - etc. DAEAM

25. APPROVED:
Date :
M. R. Villanueva
Head of Agency