

REPUBLIC OF THE PHILIPPINES
BG-CSC Form No. 1
(POSITION DESCRIPTION FORM)

76
: 1. NAME OF EMPLOYEE
: LORETO ALAN B.
: (FAMILY NAME) (GIVEN NAME) (M.I.)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

: 3. BUREAU OR OFFICE

: VISCA

Visayas State College of Agriculture

4. DEPT./BRANCH DIVISION
PRCRTC

: 5. WORK STATION/PLACE OF WORK

: Baybay, Leyte

: VISCA, Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/
BOARD RES./
ORD. NO.
ITEM NO.

: 7a. SALARY P.A. : 7b. OTHER COMPENSATION
: P181,668.00

: AUTHORIZED

: ACTUAL

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor IV

: 9. WORKING OR PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

: 11. OCCUPATIONAL 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 attach additional sheets.

Percent of:

Working

Time

65%

1. - To plan, implement and supervise Engineering related research programs;

25%

2. To collaborate and establish network with VISCA departments or Centers and other institutions on precision farming and machinery management;

7%

3. To participate in the planning and implementation of PRCRTC activities;

3%

4. To perform other duties that the Supervisor may assign.

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

Professor

Center Director

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTACTS

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (Specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

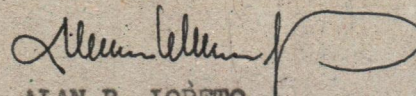
Exposed to varied Weather

Others (Specify)

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

12/16/98

Date



ALAN B. LORETO
Signature of Employee

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

Responsible in conducting research related to agricultural engineering with emphasis on root crops.

22. Describe briefly the general function of the position.

Conduct research, teach selective courses and work on administrative functions as assigned.

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).

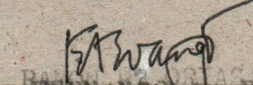
Education: Relevant masteral degree

Experience: 2 yrs relevant experience; 8 hrs relevant training

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

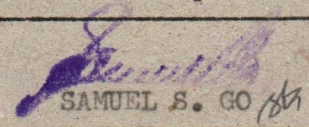
24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date


Signature and title of Immediate Supervisor Professor

25. APPROVED:

Date


SAMUEL S. GO

Head of Agency