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| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)                                                                                                     |                                                                                   | 1. NAME OF EMPLOYEE<br><u>GUARTE</u> <u>ROBERTO</u> <u>CARINO</u><br>(Family Name) (Given Name) (Middle Name) |                        |
| 2. DEPARTMENT, CORPORATION OR AGENCY/<br>LOCAL GOVERNMENT<br>Visayas State College of Agriculture                                                                                   |                                                                                   | 2. BUREAU OR OFFICE                                                                                           |                        |
| 3. DEPT./BRANCH/DIVISION<br>Ag. Eng'g. & Applied Mathematics                                                                                                                        |                                                                                   | 5. WORK STATION//PLACE OF WORK<br>Baybay, Leyte                                                               |                        |
| 4a. PRES. APPROP.<br>ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO. 90-44                                                                                                               | 6b. PREV. APPRO.<br>ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO.                    | 7a. SALARY P.A.<br>P 104,316.00<br>P164,316.00                                                                | 7b. OTHER COMPENSATION |
| 8. OFFICIAL DESIGNATION OF POSITION<br>Prof. I                                                                                                                                      |                                                                                   | 9. WORKING PROPOSED TITLE<br>Prof. I                                                                          |                        |
| 10. WAPCO CLASSIFICATION OF THIS POSITION                                                                                                                                           |                                                                                   | 11. OCCUPATION GROUP TITLE<br>(leave blank)                                                                   |                        |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br><br>MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]<br><br>1st 2nd 3rd 4th 5th 6th<br>[ ] [ ] [ ] [ ] [ ] [ ] |                                                                                   |                                                                                                               |                        |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.                                                                             |                                                                                   |                                                                                                               |                        |
| Percent of Working Time                                                                                                                                                             |                                                                                   | D U T I E S                                                                                                   |                        |
| 50%                                                                                                                                                                                 | Teaches Ag. Eng'g. major courses                                                  |                                                                                                               |                        |
| 40%                                                                                                                                                                                 | Conduct researches and extension activities on post harvest and Energy Technology |                                                                                                               |                        |
| 10%                                                                                                                                                                                 | Do other duties assigned by the department head/president of the college          |                                                                                                               |                        |

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

18. CONTACT

|                  | Occasional | Frequent |
|------------------|------------|----------|
| General Public   |            |          |
| Other Agencies   | X          |          |
| Supervisors      |            | X        |
| Management       |            | X        |
| Others (Specify) |            |          |

19. WORKING CONDITION

|                           |   |
|---------------------------|---|
| Normal Working Condition  | X |
| Field Work                | X |
| Field Trips               | X |
| Exposed to Varied Weather |   |
| Others (Specify)          |   |

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

5 August 1996 1996

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 Ag. Engineering courses.

23a. Indicate the required qualifications, 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: Ph.D. degree in Ag. Eng'g. plus other

Experience: requirements per as of the college.

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

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

5 August 1996

Date

JIMMY R. ROSILLO

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency