

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE
GARCIA PASTOR
(Family Name) (Given Name) (Middle Name)

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

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION FARM I

5. WORK STATION/PLACE OF WORK
FARM I

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION
Associate Professor II

9. WORKING PROPOSED TITLE
Assoc Prof II

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	DUTIES
60%	1. Plan, coordinate and implement research and development activities of the Institute on agricultural engineering aspects.
20%	2. Provide technical assistance to farmers and other staff of FARM I and LSU.
10%	3. Teach undergraduate engineering courses at DAEAM.
10%	4. Do other duties that may be assigned by the Director of FARM I.
100%	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director - FARMI

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director - ODRD

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.

Computers, motorcycle, calculator

18. CONTRACT

Occasional Frequent

General Public	[]	[x]
Other Agencies	[]	[x]
Supervisors	[]	[x]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

NOV. 23, 2001

Date

Signature of Employee

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

Research and extension

22. Describe briefly the general function of the position.

Plan, coordinate and implement research and development activities on agricultural engineering aspects.

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 years of relevant experience ; 8 hours of relevant training.

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

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

NOV. 29, 2001

Date

ZOSIMO M. DE LA ROSA

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN

Head of Agency

Date