

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

Dept. of Ag. Engineering & Applied

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

ACT/

BOARD RES/

ORD. NO.

ITEM NO. VISCAB

APRO3-40

8. OFFICIAL DESIGNATION OF POSITION

Associate Professor III

10. WAPCO CLASSIFICATION OF THIS POSITION

Associate Professor III

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 attach additional sheets.

Percent of: DUTIES —

Working
Time

40%

Teaches Agricultural engineering courses

50%

Conduct Research and extension

10%

Do other duties assigned by the dept. head.

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

Department Head

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.

visual aids, etc.

18. CONTACT

Occasional

Frequent

19. WORKING CONDITION

General Public

: X :

: : :

Normal Working Condition

: X :

Other Agencies

: X :

: : :

Field Work

: : :

Supervisors

: : :

: X :

Field Trips

: : :

Management

: : :

: X :

Exposed to varied Weather

: : :

Others (Specify)

: : :

: : :

Others (Specify)

: : :

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

MAY 26, 1992

Date

Signature of Employee

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

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

To provide instruction in Ag. 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:

Masteral degree in the area of specialization plus other requirements per QS of the College.

Experience:

3 years relevant experience & 16 hours of relevant training

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

none

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

11/29/96

Date

JIMMY R. ROSILLO

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Head of Agency