

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 Engineering and Applied Math.

6a. PRES. APPROP.

ACT/ Lump Sum

BOARD RES./

ORD. NO.

ITEM NO. BP 640

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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

80%

20%

1. To provide instruction in Agricultural Engineering courses;

2. To do research and extension.

37

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

Head, Dept. of Ag. Engineering & Applied Math.

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.

Calculator, books, and other instructional equipment.

18. CONTACTS

Occasional

Frequent

General Public

: X :

: : :

Other Agencies

: X :

: : :

Supervisors

: : :

: X :

Management

: : :

: X :

Others (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.

June 28, 1985

Date

MANOLO B. LORETO

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 plus other requirements

Experience: per 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 1, 1985

Date

MARGARITO C. ESCALANTE, Head-DAAEM

Signature and Title of Immediate Supervisor

25. APPROVED:

July 1, 1985

Date

SAMUEL S. GO

Head of Agency