

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FROM)

1. NAME OF EMPLOYEE
GARCIA PASTOR P
FAMILY NAME GIVEN NAME MIDDLE NAME

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

3. BUREAU OF OFFICE

4. DEPT./BRANCH DIVISION
FARMI

5. WORK STATION/PLACE OF WORK
Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP. : 7a. SALARY P.A. : 7b. OTHER COMPENSATION
ACT/ : ACT/ : :
BOARD RES./ : BOARD RES./ : AUTHORIZED :
ORD. NO. : ORD. NO. : :
ITEM NO. 157-5 : ITEM NO. : ACTUAL 42480.00

8. OFFICIAL DESIGNATION OF POSITION
Instructor I

9. WORKING OR PROPOSED TITLE
Instructor I

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 :

Please see attached sheet.

95

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
FARMI Director : Director of Research and Extension

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

Computer, printer, etc.

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.

12-20-93

Date

PASTOR P. GARCIA

Signature of Employee

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

Farm and Agricultural Resource Management Research & Development

22. Describe briefly the general function of the position.

Implement activities of the Institute concerning ag. 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: BS degree w/ specific area of specialization plus

Experience: other requirements 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.

Date

Dolores L. Alcober
DOLORES L. ALCOBER - Director
Signature and Title of
Immediate Supervisor

25. APPROVED:

Date

Head of Agency