

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

1. NAME OF EMPLOYEE

LORETO EPIFANIA GARCIA
(Family Name) (Given Name) (Middle Name)

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

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

DAEAM VISCA

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP.
ACT/RA 7180
BOARD RES/
ORD. NO.
ITEM NO. LS

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

7a. SALARY P.A.

7b. OTHER COMPENSATION

₱53,016.00

8. OFFICIAL DESIGNATION OF POSITION

Asst Professor I

9. WORKING PROPOSED TITLE

Asst Professor 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 attach additional sheets.

Percent of
Working Time

D U T I E S

60%

1. Teaches engineering & mathematics courses.

20%

2. BSAE Academic adviser.

20%

3. Other duties assigned by Dept.head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; margin-top: 5px;"><u>Department Head</u></div>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; margin-top: 5px;"><u>Director of Instruction</u></div>																	
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. <div style="text-align: center; margin-top: 5px;"><u>References, textbooks, computer, etc.</u></div>																			
18. CONTACT		19. WORKING CONDITION																	
General Public Other Agencies Supervisors Management Others (Specify)	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="padding: 2px;">Occasional</th><th style="padding: 2px;">Frequent</th></tr></thead><tbody><tr><td style="text-align: center; padding: 2px;">X</td><td style="padding: 2px;"></td></tr><tr><td style="text-align: center; padding: 2px;">X</td><td style="padding: 2px;"></td></tr><tr><td style="padding: 2px;"></td><td style="text-align: center; padding: 2px;">X</td></tr><tr><td style="padding: 2px;"></td><td style="text-align: center; padding: 2px;">X</td></tr><tr><td style="padding: 2px;"></td><td style="padding: 2px;"></td></tr></tbody></table>	Occasional	Frequent	X		X			X		X			Normal Working Condition Field Work Field Trips Exposed to Varied Weather Others (Specify)	<table border="1" style="width: 100%; border-collapse: collapse;"><tbody><tr><td style="text-align: center; padding: 2px;">X</td></tr><tr><td style="padding: 2px;"></td></tr><tr><td style="padding: 2px;"></td></tr><tr><td style="padding: 2px;"></td></tr></tbody></table>	X			
Occasional	Frequent																		
X																			
X																			
	X																		
	X																		
X																			
20. I CERTIFY that the above answers are accurate and complete.																			
<div style="margin-bottom: 5px;"><u>Jan. 21, 1993</u></div> <div>Date</div>		<div style="margin-bottom: 5px;"><u>E. B. Loret</u> EPIFANIA G. LORETO</div> <div>Signature of Employee</div>																	
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; margin-top: 10px;"><u>To provide instruction, research and extension services.</u></div>																			
22. Describe briefly the general function of the position. <div style="text-align: center; margin-top: 10px;"><u>To teach courses in mathematics, physics & ag. engineering.</u></div>																			
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: <u>MS degree w/ specific area of specialization plus</u> Experience: <u>other requirements per QS of the College</u>																			
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; margin-top: 5px;"><u>None</u></div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.																			
<div style="margin-bottom: 5px;">_____</div> <div>Date</div>		<div style="margin-bottom: 5px;"><u>Gregorio J. Galinato</u> GREGORIO J. GALINATO - Dept. Head</div> <div>Signature and Title of Immediate Supervisor</div>																	
25. APPROVED:																			
<div style="margin-bottom: 5px;">_____</div> <div>Date</div>		<div style="margin-bottom: 5px;"><u>M. B. Villanueva</u> M. B. VILLANUEVA</div> <div>Head of Agency</div>																	