

REPUBLIC OF THE PHILIPPINES

BC-335 Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, COMMISSION OR AGENCY

State Universities and Colleges

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Dept. of Ag. Engineering & Applied Mathematics

Barangay, Leyte

6a. PRIO. APPROX. : 6b. PRIO. APPROX.

7a. SALARY P.M.

7b. OTHER COM-
PENSATION

ACT/

AUTHORIZED

ACTUAL

₱98,136.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Associate Professor III

Associate Professor III

10. MAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(Leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS

MUNICIPALITY

CITY

PROVINCIAL

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

60%

Teaches agricultural engineering courses.

20%

Conduct researches on farm machinery.

20%

Do other duties assigned by the department head/supervisor.

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.

computer, technical references, etc.

18. CONTACT

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.

May 26, 1992

Date

Signature of Employee

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

To conduct research, extension and instruction.

22. Describe briefly the general function of the position.

To conduct instruction, research and extension.

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: MS degree with specific area of specialization plus other requirements

Experience: per OS 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.

Nov 8, 1994

Date

ROQUE C. DE PEDRO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO

Head of Agency