

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

1. NAME OF EMPLOYEE
: GARCIA PASTOR PASTURAN
: FAMILY NAME GIVEN NAME MIDDLE NAME

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

3. BUREAU OF OFFICE
: ViSCA

4. DEPT./BRANCH DIVISION
FARMI, Visca

5. WORK STATION/PLACE OF WORK
: Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP. : 7a. SALARY P.A. : 7b. OTHER COMPENSATION
ACT/ PA 6831 : ACT/ : :
BOARD RES./ : BOARD RES./ : AUTHORIZED :
ORD. NO. : ORD. NO. : :
ITEM NO. 116-1 : ITEM NO. : ACTUAL 42,480.00

8. OFFICIAL DESIGNATION OF POSITION
Instructor I (Res/Ext)

9. WORKING OR PROPOSED TITLE
: Instructor I (Res/Ext)

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

- 25% : 1. Assumes the leadership role involving agricultural programs/ activities/strategies for FSDP & FARMI as a whole.
- 25% : 2. Coordinates w/ ViSCA departments/centers regarding the formulation & implementation of agricultural engineering programs under FARMI.
- 20% : 3. Provides technical & operational assistance to FSDP & DAF field staff.
- 15% : 4. Conducts regular field visits to gather information/data & monitor progress of agricultural engineering activities in the project sites & in other areas of concern.
- 15% : 5. Coordinates with personnel from DAF & other line agencies to facilitate the exchange of experiences and ideas.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
FARM Director : Director of Research & 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, calculator, 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.

W Dec 1990

Date

Signature of Employee

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

Research, training and extension services.

22. Describe briefly the general function of the position.

Assume leadership role involving Ag. Engineering & other activities related to the field.

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

SERGIO B. ABIT

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA
Head of Agency

Renewal 1-1-92