

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

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 OR OFFICE

FARMI

4. DEPT./BRANCH/DIVISION

FARMI

5. WORK STATION/PLACE OF WORK

FARMI-VISCA

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

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

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor

9. WORKING PROPOSED TITLE

Assistant Professor

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 :

DUTIES

40

1. Plan, coordinate and implement on-farm research and development activities on the Institute on agricultural engineering aspects.

20

2. Provide technical assistance to farmers and other staff of FARMI and VISCA.

30

3. Teach BS subjects.

10

4. Do other duties that may be assigned by the Director of FARMI

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
DIRECTOR (FARMI)

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
DIRECTOR (ODRD)

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)
n/a

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Motorcycle, computer, calculator

18. CONTRACT

	Occasional	Frequent
General Public	[]	[x]
Other Agencies	[]	[x]
Supervisors	[]	[x]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[]
Field Trips	[x]
Exposed to Varied Weather	[]
Others (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete.

JULY 6, 2000
Date

PASTOR P. GARCIA
Signature of Employee

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

22. Describe briefly the general function of the position.

Plan, coordinate and implement on-farm research and development activities of the Institute on agricultural 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: relevant Masteral Degree

Experience: 1 yr. relevant experience, 4 hrs. relevant training

23b. Licenses or certificates required to do this work, if any.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

ZOSIMO M. DE LA ROSA
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIFICIA P. MILAN

Head of Agency