

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

Dept of Ag Eng & Applied Math

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ B.O. 87 : ACT/

BOARD RES/ : BOARD RES/

ORD. NO. : ORD. NO.

ITEM NO. 6-14 : ITEM NO. 15

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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: DUTIES ---

Working :

Time :

80% :

1. To provide instruction in Ag. Engineering courses.

20% :

2. To conduct research and extension services.

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 and other instructional equipment and materials

18. CONTACT

Occasional

Frequent

19. WORKING CONDITION

General Public

: X :

: :

Normal Working Condition

: X :

Other Agencies

: X :

: :

Field Work

: :

Supervisors

: :

: X :

Field Trips

: :

Management

: :

: X :

Exposed to varied Weather

: :

Others (Specify)

: :

: :

Others (Specify)

: :

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

December 13, 1988

Date

MANOLO B. LORETO JR.

Signature of Employee

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

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To provide instruction in Agricultural Engineering courses.

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 with specific area of specialization plus  
Experience: other requirements per CS 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.

December 13, 1988

Date

GREGORIO J. GALINATO - Actg Head, DAEAM

Signature and Title of Immediate Supervisor

25. APPROVED:

December 13, 1988

Date

VICENTE A. QUITON

Head of Agency