

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

Agricultural Engineering & Applied Mathematics  
Agricultural Engineering & Applied Mathematics

1. NAME OF EMPLOYEE

LORETO

MANOLO JR.

BACUSMO

(EMPLOYEE NAME)

(SICILY NAME)

(BACUSMO NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES.. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/

ACT/ BP Blg. 40

BOARD RES./

BOARD RES. 40

ORD. NO.

ORD. NO.

ITEM NO.

ITEM NO.

AUTHORIZED P11,328.00 p.a.

ACTUAL P11,328.00 p.a.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Instructor

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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 : DUTIES

Working  
Time

80%

1. Teaches College Algebra, Irrigation and Drainage;  
Meteorology and Statistics courses;

20%

2. Conducts research and acts as thesis adviser of thesis students.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Dept. of Agricultural Engineering

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.

Calculator, surveying instruments, farm tools and books, etc.

18. CONTACTS

Occasional

Frequent

General Public

: x :

: : :

Other Agencies

: x :

: : :

Supervisors

: : :

: x :

Management

: : :

: x :

Others (Specify)

: : :

: : :

19. WORKING CONDITION

Normal Working Condition

: x :

Field Work

: : :

Field Trips

: : :

Exposed to varied Weather

: : :

Others (Specify)

: : :

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

3-9-81

Date

MANOLO B. LORETO

Signature of Employee

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

To provide instruction, research and extension services in Agricultural Engineering and Applied Mathematics.

22. Describe briefly the general function of the position.

To provide instruction in Agricultural Engineering courses; conduct research and extension services.

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 other requirements  
Experience: 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.

March 9, 1981

Date

JIMMY R. ROSILDO, Head, Agricultural Engineering & Applied Mathematics

Signature and Title of Immediate Supervisor

25. APPROVED:

4-1-81

Date

F. A. BERNARDO  
Head of Agency

VISCA

FILE

RECORDS DIVISION