

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

1. NAME OF EMPLOYEE

(Given Name) (Middle Name) (Last Name)
CARINO

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRG. Ag. Engineering & Mathematics

ACT/ : ACT/
BOARD RES/ : BOARD RES/
ORD. NO. : ORD. NO.
ITEM NO. : ITEM NO.

7a. SALARY P.A.

AUTHORIZED

ACTUAL

P130,020.00

7b. OTHER COMEN-
SATION

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

10. WAPOD CLASSIFICATION OF THIS POSITION

11. OCCUPATION TITLE
(leave blank)

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

MUNICIPALITY ☐

CITY ☐

PROVINC ☐

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 :

50% : Teaches agricultural engineering major courses

30% : Conduct research on energy and environmental control engineering

20% : Do other duties assigned by the department head/supervisor.

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

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles).
Department Head Director of Instruction

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
None

18. CONTACT
Occasional Frequent :
General Public : : Normal Working Condition :
Other Agencies : : Field Work :
Supervisors : X : Field Trips : X
Management : X : Exposed to varied Weather :
Others (Specify) : X : Others (Specify) :
X

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

Date

Signature of Employee

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

To provide instruction, research & extension services.
22. Describe briefly the general function of the position.

To provide instruction in, Ag. 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:

Experience:

Ph.D degree with specific area of specialization plus other

23b. Licenses or certificates required to do this work, if any.
requirements per GS of the College.

24. I hereby certify that the above answers are accurate and complete.

None

Nov 8, 1994

Date

Signature of Immediate Supervisor

25. APPROVED:

Date

Head of Agency
SAMUEL S. GO