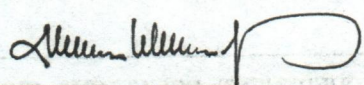
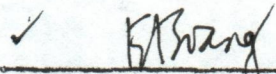
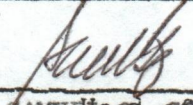


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>LORETO</span> <span>ALAN</span> <span>B.</span> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 2px;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 10px;">Visayas State College of Agriculture</div>		3. BUREAU OR OFFICE <div style="margin-top: 10px;">VISCA</div>	
4. DEPT./BRANCH/DIVISION <div style="margin-top: 5px;">PRCRTC</div>		5. WORK STATION/PLACE OF WORK <div style="margin-top: 5px;">Baybay, Leyte</div>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: <div style="margin-top: 10px;">P186,204.00</div>	
7b. OTHER COMPENSATION:			
8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 10px;">Assistant Professor IV</div>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st [ ]</div> <div>2nd [ ]</div> <div>3rd [ ]</div> <div>4th [ ]</div> <div>5th [ ]</div> <div>6th [ ]</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 15%;">           Percent of Working Time :         </div> <div style="width: 85%;"> <div style="text-align: center; margin-bottom: 10px;">D U T I E S</div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 10%;">           65%   25%  7%  3%         </div> <div style="width: 90%;"> <ol style="list-style-type: none"> <li>1. To plan, implement and supervise Engineering related research programs;</li> <li>2. To collaborate and establish network with VISCA departments or Centers and other institutions on precision farming and machinery management;</li> <li>3. To participate in the planning and implementation of PRCRTC activities;</li> <li>4. To perform other duties that the Supervisor may assign.</li> </ol> </div> </div> </div> </div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; margin-top: 10px;">Associate Professor</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; margin-top: 10px;">Director, ODRD</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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Exposed to Varied Weather	[ ]																												
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>April 21, 1999</u>              Date           </div> <div style="text-align: center;">               Signature of Employee           </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="margin-top: 10px;">Responsible in conducting research related to agricultural engineering with emphasis on root crops.</div>																													
22. Describe briefly the general function of the position. <div style="margin-top: 10px;">Conduct research, teach selective courses and work on administrative functions as assigned.</div>																													
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). <div style="margin-top: 10px;">Education: Relevant Masteral degree; 2 years of relevant experience</div> <div style="margin-top: 10px;">Experience:</div>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>                    </u>              Date           </div> <div style="text-align: center;">               Signature and Title of Immediate Supervisor           </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>                    </u>              Date           </div> <div style="text-align: center;">               Head of Agency           </div> </div>																													