

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 Math.

6a. PRES. APPROP.
ACT/ BP Blg. 230
BOARD RES./
ORD. NO. Lump Sum
ITEM NO.

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

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. MAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

LORETO

MANOLO

BACUSMO

(FAMILY NAME)

(GIVEN NAME)

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED P21,624.00 p.a. cola

ACTUAL P21,624.00 p.a.

9. WORKING OR PROPOSED TITLE

Instructor

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 courses in Mathematics and Agricultural Engineering.

15%

2. Conducts researches in Agricultural Engineering.

5%

3. Performs other duties assigned by the Department Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, Dept. of Agric'l. Engineering & Applied Math.

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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, books, and other instructional equipment.

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.

6-30-84

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 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.

6-30-84

Date

MARGARITO C. ESCALANTE, Head, Dept. of Ag.

Signature and Title of Immediate

Supervisor

Engineering & Applied Mathematics.

25. APPROVED:

6-30-84

Date

F. A. BERNARDO

Head of Agency