

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: 10px;"> GARCIA PASTOR P. </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		2. BUREAU OR OFFICE <div style="text-align: center; margin-top: 10px;">SUC</div>	
3. DEPT./BRANCH/DIVISION <div style="text-align: center; margin-top: 10px;">FARMI</div>		5. WORK STATION//PLACE OF WORK <div style="text-align: center; margin-top: 10px;">Baybay, Leyte</div>	
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. 142-5	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. <div style="text-align: center; margin-top: 10px;">P65,832.00</div>	7b. OTHER COMPENSATION
8. OFFICIAL DESIGNATION OF POSITION <div style="text-align: center; margin-top: 10px;">Assistant Professor II</div>		9. WORKING PROPOSED TITLE <div style="text-align: center; margin-top: 10px;">Assistant Professor II</div>	
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-around; margin-top: 10px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
D U T I E S			
Percent of Working Time	1. Plan, coordinate and implement on-farm research and development activities of the institute concerning Ag. Engineering		
85%	2. Submit required reports, attend meetings, etc/ organized by the Institute, other WISCA departments/centers and other agencies.		
6%	3. Act as member of the Key Site Coordinating Team, Upland Rice Research Consortium Program of FARM I		
2%	4. Act as Auditor of FARMi Hostel;		
2%	5. Act as "ENERCON" man of FARMi;		
1%	6. Act as member of FARMi Personnel Committee;		
1%	7. Act as member of WISCA's Upland Rice Team;		
2%	8. Perform other duties in		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Director - FARMI

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director of Research & Extension

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, printer, etc.

18. CONTACT

	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	
Other Agencies	<input checked="" type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>
Management	<input checked="" type="checkbox"/>	
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

20. 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 conduct agricultural resource management research & development.

22. Describe briefly the general function of the position.

To implement activities of the Institute concerning ag. engineering aspects.

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: MS degree with specific area of specialization plus other requirements per QS of the College.

Experience:

23b. Licenses or certificates required to do this work, if any.

None

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Sept 14, 1994

Date

DOLORES E. ALCOBER FARM Director

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. COO President
Head of Agency