

REPUBLIC OF THE PHILIPPINES

BC-330 Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

Lereto Manolo Basuano
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

SUC

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Dept. of Ag. Engineering & Applied Math Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP. :

7a. SALARY P.A.

AUTHORIZED

₱110,136.00

7b. OTHER COMPEN-
SATION

ACT/

ACT/

ACTUAL

BOARD RES/

BOARD RES/

ORD. NO.

ORD. NO.

ITEM NO. 91-10

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Associate Professor III

Associate Professor III

10. NAPOO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP 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

60%

30%

10%

100%

Teaches agricultural engineering major courses.

Conducts research/extension biogas and farm mechanization.

Other duties assigned by the dept. head/supervisor.

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

Department Head

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.

visual aids, etc.

18. CONTACT

Occasional

Frequent

General Public

: X :

Other Agencies

: X :

Supervisors

: : :

Management

: : :

Others (Specify)

: : :

: X :

: X :

: : :

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.

May 22, 1962

Date

Mumblint

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:

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

Experience:

3 years relevant experience & 16 hours of relevant training.

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

None

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

11/7/95

Date

JIMMY R. ROSILLO

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO

Head of Agency