

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

DAEAM

6a. PRES. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO. 6-53

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO. 6-75

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

GUARTE

ROBERTO

(FAMILY NAME)

(GIVEN NAME)

C.

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Boybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL 37,025.40

7b. OTHER COMPENSATION

COLA

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:

Working Time

50%

1. Teaches courses in crop processing, refrigeration, farm structures, rural electrification, differential and integral calculus, engineering economy and etc.

30%

2. Conducts researches in the field of agricultural engineering.

10%

3. Thesis adviser for major agricultural engineering students.

10%

4. Conducts extension works and makes correspondence to the new VISCA newsletter.



58  
VIRCA  
FILE

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.

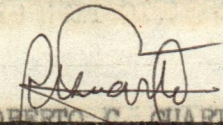
17. MACHINES, EQUIPMENT, TOOLS, etc. used <sup>None</sup> regularly in performance of work.

technical references, and other instruction equipment

18. CONTACTS	Occasional	Frequent	19. WORKING CONDITION	
General Public	:	:	Normal Working Condition	:
Other Agencies	: <input checked="" type="checkbox"/> :	:	Field Work	: <input checked="" type="checkbox"/> :
Supervisors	: <input checked="" type="checkbox"/> :	:	Field Trips	:
Management	:	: <input checked="" type="checkbox"/> :	Exposed to varied Weather	:
Others (specify)	:	: <input checked="" type="checkbox"/> :	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 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).

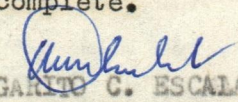
Education : BS degree with specific area of specialization  
Experience: plus other requirements per QS of the College

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

None

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

10/20/87  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
MARGARITO C. ESCALANTE-Dept. Head  
Signature and Title of Immediate Supervisor

25. APPROVED:

\_\_\_\_\_  
Date

\_\_\_\_\_  
M. R. JILANUSIA  
Head of Agency