

REPUBLIC OF THE PHILIPPINES

BC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

FARMI, VISCA, Baybay, Leyte

5a. PRES. APPROP.

ACT/EO 87

BOARD RES./

ORD. NO.

ITEM NO. LumpSum

5b. PRIV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

GARCIA

PASTOR, JR.

P.

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL P27,355.00

7b. OTHER COMPENSATION

COLA

9. WORKING PROPOSED TITLE

Science Research Specialist

11. OCCUPATION 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 :

25%

1. Assumes the leadership role involving agricultural programs/activities/strategies for FSDP-EV and FARMI as a whole.

25%

2. Coordinates w/ VISCA departments/centers regarding the formulation and implementation of agricultural engineering programs of FARMI.

20%

3. Provides technical and operational assistance to FSDP-EV and DAF field staff.

15%

4. Conducts regular field visits to gather information/data and monitor progress of agricultural engineering activities in the project sites and in other areas of concern.

15%

5. Coordinates with personnel from DAF and other line agencies to facilitate the exchange of experience and ideas.

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

FARMI Director

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, calculator, etc

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.

5/30/88
Date

PASTOR F. GARCIA
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Research, training and extension services

22. Describe briefly the general function of the position.

Assume leadership role involving Ag. engineering and other activities related to the field.

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

Experience: 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.

Date

SERGIO A. ARTE
Signature and Title of Immediate Supervisor

APPROVED:

5/15/89
Date

M. R. VILLANUEVA
Head of Agency