

REPUBLIC OF THE PHILIPPINES
BO-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
ORIAS RAMON R.
(FAMILY, GIVEN, MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

3. BUREAU OF OFFICE

PRCRTC, VisCA

4. DEPT./BRANCH/DIVISION
PRCRTC

5. WORK STATION/PLACE OF WORK
Baybay, Leyte

6. PRES. APPROP. ACT/
BOARD RES./
ORD. NO.
ITEM NO. 130

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

7a. SALARY P.A. 17b. OTHER COMPENSATION
AUTHORIZED
ACTUAL ₱130,020.00

8. OFFICIAL DESIGNATION OF POSITION
Professor I

9. WORKING OR PROPOSED TITLE

Professor I

10. MAPCO CLASSIFICATION OF POSITION

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 additional sheets.

Percent of
Working
Time

- | | |
|-----|---|
| 40% | To plan, implement, coordinate and supervise the research development program of the PRCRTC engineering section; |
| 25% | To negotiate and collaborate with VisCA departments or centers and other institutions on engineering aspects related to root crops; |
| 25% | To participate actively in the planning and implementation of PRCRTC activities; |
| 10% | To perform other duties that the PRCRTC Director may assign from time to time |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Center Director

15. POSITION TITLE OF NEXT HIGHER SUPERIOR

Director, ODREx

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

Engr. Daniel Leslie S. Tan - Asst. Prof.
Samuel Nacino - Science Aide

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Technical references, 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.

Oct. 12, 1994

Date

RAMON R. ORIAS

Signature of Employee

21. Describe briefly the general function of the unit or section.

Undertakes engineering research and development in rootcrops industry as primary function and involve in instruction and extension as secondary function.

22. Describe briefly the general function of the position.

Execute research, extension, and instructional functions in the field of agricultural engineering.

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 ~~Ag. Eng'g.~~ degree with specific area of specialization plus other requirements per QS of the College.
Experience: ~~10 yrs.~~

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

JOSE L. BACUSMO

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO

Head of Agency