

REPUBLIC OF THE PHILIPPINES

EC-330 Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DAEAM, VISCA

6a. PRES. APPROP.

ACT/ RA 6831

BOARD RES/

ORD. NO.

ITEM NO. 77-12

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Asst Professor III

10. MAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

LORETO MANOLO JR. BACUSMO
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

P62,412.00

7b. OTHER COMPEN-
SATION

9. WORKING PROPOSED TITLE

Asst Professor III

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%

1. Teaches Ag. Engineering courses.

20%

2. Conducts researches in abaca farm mechanization.

10%

3. Conducts extension.

10%

4. Other duties assigned by the Department head.

14
79

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.
Computer, technical references, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	: X :	: :	Normal Working Condition	: X :
Other Agencies	: X :	: :	Field Work	: :
Supervisors	: :	: X :	Field Trips	: :
Management	: :	: X :	Exposed to varied Weather	: :
Others (Specify)	: :	: :	Others (Specify)	: :

20. I CERTIFY that the above answers are accurate and complete.

June 19, 1991

Date

MANOLO B. LORETO JR.

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 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: MS 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.

GREGORIO J. GALINATO JR. - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. P. Villanueva Jr.
Head of Agency

Renewal 7-1-91