

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VisCA
Visayas State College of Agriculture

4. DEPT./BRANCH/DIVISION
Dept. of Ag. Eng'g. & Applied Math.

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ BP Blg. 40 : ACT/ BP Blg. 1
BOARD RES. : BOARD RES./
ORD. NO. : ORD. NO.
ITEM NO. : ITEM NO. 53(35)

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. MAPCO CLASSIFICATION OF THIS POSITION

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY

CITY

PROVINCE

1st 2nd 3rd 4th 5th 6th 7th
: : : : : : :
: : : : : : :

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of:

Working DUTIES
Time

80% Instruction - Teaching Mathematics 21 & 22 and Engineering 20,
& 22 subjects.

20% Research and Extension

1. NAME OF EMPLOYEE

GUARTE ROBERTO CARINO
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

VisCA, Baybay, Leyte

7a. SALARY : 7b. OTHER COMPENSATION

AUTHORIZED /11,328.00 p.a.

ACTUAL :
/11,328.00 p.a.

9. WORKING OR PROPOSED TITLE

Instructor

11. OCCUPATIONAL GROUP TITLE

(leave blank)



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

Acting Head , DAERAM

President 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).

Student

None

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

Tractor, calculator, chalkboard, & eraser

18. CONTACTS

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management (students)

Others (Specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

April 14, 1980

Date

ROBERTO C. GUARTE

(Signature of Employee)

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

To provide instruction, research and extension in Agricultural Engineering and Applied Mathematics.

22. Describe briefly the general function of the position.

To provide instruction in Mathematics and 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 plus other requirements

Experience: per CS 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.

4-15-80

Date

JIMMY R. ROSILLO

Acting Head, Dept. of Agriculture and Applied Math.

25. APPROVED:

4-15-80

Date

F. A. BERNARDO

Head of Agency