

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

Agricultural Engineering & Applied Math.

1. NAME OF EMPLOYEE

GUARTE

(FAMILY NAME)

ROBERTO

(GIVEN NAME)

CARINO

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/ BP Blg. 230

BOARD RES./

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/ BP Blg. 131

BOARD RES./

ORD. NO.

ITEM NO. 7-119

7a. SALARY F.A.

AUTHORIZED P15,264.00 p.a. cola

ACTUAL P15,264.00 p.a.

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING OR PROPOSED TITLE

Instructor

10. WAPCO CLASSIFICATION OF THIS 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 attach additional sheets.

Percent of : DUTIES

Working

Time

80%

1. Teaches Mathematics and Agricultural Engineering courses such as: Calculus, Farm Machinery and Equipment and Machine Analysis.

10%

2. Advises thesis students.

10%

3. Performs other duties which may assigned by the Department Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Head, Dept. of Agricultural Engineering

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
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.
Machines, surveying instruments, farm tools, books calculator, etc.

18. CONTACTS

Occasional

Frequent

General Public

:X:

:

Other Agencies

:Y:

:

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.

10-3-83

Date

Signature of Employee

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

To provide instruction, research and extension services in the field of Agricultural Engineering & Applied Mathematics.

22. Describe briefly the general function of the position.

To provide instruction in Calculus, Farm Machinery & Equipment, Machine Analysis; perform extension work.

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 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.

10-3-83

Date

MARGARITO C. ESCALANTE, Head, Dept. of Ag.

Signature and Title of Immediate Supervisor

Engineering & Applied Mathematics.

25. APPROVED:

10-14-83

Date

F. A. BERNARDO

Head of Agency