

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

FARMI

6a. PRES. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

1. NAME OF EMPLOYEE

GARCIA

PASTOR

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

P24,867.60

7b. OTHER COMPENSATION

COLA

9. WORKING PROPOSED TITLE

Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

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

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

20%

15%

25%

15%

1. Assumes the leadership role involving agricultural engineering programs/activities/strategies for FSDP-EV and FARMI as a whole.
2. Provides technical and operational assistance to FSDP-EV and DAF field staff.
3. 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.
4. Coordinates with VISCA depts/centers regarding the formulation and implementation of agricultural engineering programs under FARMI.
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
Director, FARM : Director of Research

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

18. CONTACTS

Occasional

Frequent

19. WORKING CONDITION

X

General Public

:

:

Normal Working Condition

:

Other Agencies

:

:

Field Work

:

Supervisors

:

:

Field Trips

:

Management

:

:

Exposed to varied Weather

:

Others (specify)

:

:

Others (specify)

:

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

PASTOR P. GARCIA

July 15, 1987

Date

Signature of Employee

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

Research, training extension services

22. Describe briefly the general function of the position.

Academic leadership role involving on- and off-campus activities related to this 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 :

Experience:

23b. Licenses or certificates required to do this work, if any.

24. I hereby certify that the above answers are accurate and complete.

Director, FARM

20 July 1987

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

M. R. VILLANUEVA

Head of Agency

Date