

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

1. NAME OF EMPLOYEE
GUARTE ROBERTO CARINO
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Agricultural Engineering & Applied Math.

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.
ACT/ BP Blg. 80

BOARD RES./

ORD. NO. 26-18

ITEM NO.

6b. PREV. APPROP.
ACT/ BP Blg. 40

BOARD RES./

ORD. NO. 24-23

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED P12,516.00 p.a.

ACTUAL P12,516.00 p.a.

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 :

90%

1. Teaches Agricultural Engineering courses such as:
 - a) Agricultural Engineering 20, Basic Farm Shop practices;
 - b) AE 147 - Machines Analysis
 - c) AE 22 - Farm Machinery and Equipment
 - d) AE 144 - Farm Power

5%

2. Writes research proposals;

5%

3. Conducts extension services; performs other duties which may be assigned by the Department Head, Director of Instruction or the College President.

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

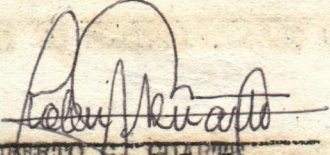
16. NAMES, TITLES, ^{Head, Dept. of Agricultural Engineering & Applied Mathematics} ~~ITEM NOS.~~ ^{Director of Instruction} OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. None

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

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

3-22-82
Date


ROBERTO C. BULATAO
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 Agricultural Engineering courses; writes research proposals and conduct extension services.

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: BS degree with specific area of specialization plus other requirements per QS of the College.

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

24. I hereby certify ~~that~~ ^{None} the above answers are accurate and complete.

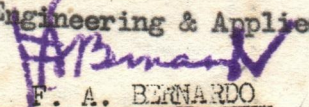
3/22/82
Date


MARGARET C. CALIENTE, Head, Dept. of Ag. Supervisor



25. APPROVED:

4-1-82
Date

Agricultural Engineering & Applied Mathematics

F. A. BERNARDO
Head of Agency