

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 100-100-100-100  
(Position Description Form)

1. NAME OF EMPLOYEE  
**ORIAS RAMON R.**  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
Visayas State College of Agriculture

3. BUREAU OR OFFICE  
**ViSCA**

4. DEPT./BRANCH/DIVISION  
**PRCRTC/Engineering Division**

5. WORK STATION/PLACE OF WORK  
**Baybay, Leyte**

6a. PRES. APPROP. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO. **138**

6b. PREV. APPROP. ACT/  
BOARD RES  
ORD. NO.  
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION  
**P142,020.00**

8. OFFICIAL DESIGNATION OF POSITION  
**Professor I**

9. WORKING PROPOSE TITLE  
**Professor I**

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  
☐

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

Percent of  
Working Time

DUTIES

35%

1. To plan, implement, coordinate and supervise the research and development program of the PRCRTC engineering division;

30%

2. To negotiate and collaborate with ViSCA departments or centers and other institutions on engineering aspects related to root crops;

20%

3. To participate actively in the planning and implementation of PRCRTC activities;

15%

4. To perform other duties that the PRCRTC Director may assign.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR **Engineering Division Head** 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR **Center Director**

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles

**1 - Research Assistant**

**1 - Shop laborer**

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

**Computer, Drafting equipment, Evaluation instruments**

18. CONTACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	<u>X</u>	
Other Agencies	<u>X</u>	
Supervisors		<u>X</u>
Management		<u>X</u>
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	<u>X</u>
Field Work	
Field Trips	<u>X</u>
Exposed to Varied Weather	<u>X</u>
Others (Specify)	

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

Oct. 23, 1995

Date

RAMON R. ORIAS

Signature of Employee

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

**The division spearheads the implementation of research and development projects under the engineering aspects for the root crop industry. It also participates in the technology transfer activities of the Center.**

22. Describe briefly the general function of the position.

**To undertake research, extension, and instruction functions in the field of agricultural engineering.**

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**

Experience: **10 yrs.**

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

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Oct 27, 1995

Date

DANIEL LESLIE S. TAN - Asst. Professor IV

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO  
President