

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(Position Description Form)

1. NAME OF EMPLOYEE

Loreto Epifania Garcia

(Family Name) (Given Name) (Middle Name)

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

2. BUREAU OR OFFICE

SUC

3. DEPT./BRANCH/DIVISION

Dept. of Ag. Engineering & Applied Math Baybay, Leyte

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO. 93-12

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱77,832.00

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor II

9. WORKING PROPOSED TITLE

Assistant Professor II

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

D U T I E S

60%

Teaches agricultural engineering major courses and mathematics.

30%

Conducts research on energy utilization.

10%

Other duties assigned by the dept head/supervisor.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Dept. Head/Professor

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.  
visual aids, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	<input checked="" type="checkbox"/>		Normal Working Condition	<input checked="" type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>		Field Work	
Supervisors		<input checked="" type="checkbox"/>	Field Trips	
Management		<input checked="" type="checkbox"/>	Exposed to Varied Weather	
Others (Specify)			Others (Specify)	

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

Date \_\_\_\_\_

*E. G. Loreto*  
EPIFANIA G. LORETO  
Signature of Employee

21. Describe briefly the general function of the Unit or Section.  
To provide instruction, research & extension services.

22. Describe briefly the general function of the position.  
To provide instruction in Ag. Engineering & Mathematics 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: Masteral degree in the area of specialization plus other requirements per QS of the College.

Experience: 2 years relevant experience & 8 hours of relevant training.

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

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

*11/7/95*  
Date

*Jimmy R. Rosillo*  
JIMMY R. ROSILLO  
Signature and Title of Immediate Supervisor

25. APPROVED:

\_\_\_\_\_

Date

*Samuel S. Go*  
SAMUEL S. GO  
Head of Agency