

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

Ag. Engineering & Applied Math.

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ E.O. 87 : ACT/ BP Blg 879
BOARD RES/ : BOARD RES/
ORD. NO. : ORD. NO.
ITEM NO. 6-53 : ITEM NO. 6-75

:1. NAME OF EMPLOYEE

: GUARTE ROBERTO C.
(Family Name) (Given Name) (Middle Name)

:3. BUREAU OR OFFICE

:5. WORK STATION/PLACE OF WORK

: Baybay, Leyte

:7a. SALARY P.A. :7b. OTHER COMPEN-
: AUTHORIZED : SATION

: ACTUAL :
: P 42,808.00 : COLA

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor III

:9. WORKING PROPOSED TITLE

: Assistant Professor III

10. MAPCO 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: DUTIES ---

Working :
Time :

- 50% : 1. Teaches courses in crop processing, refrigeration, farm structures, rural electrification, differential and integral calculus, engineering economy, etc.
- 30% : 2. Conducts researches in the field of agricultural engineering.
- 10% : 3. Thesis adviser for major agricultural engineering students.
- 10% : 4. Conducts extension work and makes correspondence to the new VISCA newsletter.

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

Head, DAEAM

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.

Technical references, and other instructional equipment

18. CONTACT

Occasional

Frequent

19. WORKING CONDITION

General Public

Other Agencies

Supervisors

Management

Others (Specify)

: x :

: x :

: :

: :

: :

: :

: :

: :

: x :

: x :

: :

: :

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

: x :

: :

: :

: :

: :

: :

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

December 22, 1988

Date

ROBERTO C. GUARTE

Signature of Employee

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

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To provide instruction in ag. engineering 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:

MS degree with specific area of specialization plus

Experience:

other requirements 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.

December 26, 1988

Date

GREGORIO J. GALINATO - Acting Head, DAEAM

Signature and Title of Immediate Supervisor

25. APPROVED:

December 26, 1988

Date

VICENTE A. QUITON

Head of Agency