

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

PRORTC, VISCA

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ EO 87

BOARD RES/

ORD. NO.

ITEM NO. 34-9

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

: 1. NAME OF EMPLOYEE

LORETO

ALAN

BACUSMO

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

: 3. BUREAU OR OFFICE

: 5. WORK STATION/PLACE OF WORK

Baybay, Leyte

: 7a. SALARY P.A.

AUTHORIZED

ACTUAL ₱30,228.00

: 7b. OTHER COMPEN-
SATION

COLA

: 9. WORKING PROPOSED TITLE

Instructor II

10. WAPCO CLASSIFICATION OF THE 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 :

30%

1. To design, develop & improve root crop production tools & equipment appropriate at the farm level;

30%

2. To conduct adaptive trials on the improve root crop production tools and equipment;

30%

3. To prepare research proposals for local & foreign funding.

5%

4. To prepare reports concerning research activities.

5%

5. To perform other functions that the Director may assign.

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

Director, PRCRTC

Director of Research & Extension

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.

Shop hand tools, welding set, hydraulic jack, etc.

18. CONTACT

Occasional

Frequent

General Public

: X :

: : :

Other Agencies

: X :

: : :

Supervisors

: : :

: X :

Management

: : :

: X :

Others (Specify)

: : :

: : :

19. WORKING CONDITION

Normal Working Condition

: X :

Field Work

: : :

Field Trips

: : :

Exposed to varied Weather

: : :

Others (Specify)

: : :

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

December 4, 1989

Date

Alan B. Ioreto

Signature of Employee

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

To conduct basic & applied research on root crops and coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To design, develop & improve root crop production tools and equipment appropriate at the farm level.

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:

BS 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.

Date

Manuel K. Paomar - Director

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva

Head of Agency