

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE						
BC-CSC FORM NO. 1		VESTRA			JEREMIAS		S.	
(Position Description form)		(Family Name)			(Given Name)		(Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE  NCRC-V						
4. DEPARTMENT/BRANCH/DIVISION  NCRC-V		5. WORK STATION/PLACE OF WORK  BAYBAY, LEYTE						
6A. PRES. APPROP. BOARD RES./ ORD. NO. ITEM		6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM		7A. SALARY AUTHORIZED ACTUAL  P 13,663.00		7B. OTHER PERA, ACA and ADDITIONAL COMPENSATION ALLOWANCE		
8. OFFICIAL DESIGNATION OF POSITION  SCIENCE RESEARCH ASSISTANT				9. WORKING OR PROPOSED TITLE  SCIENCE RESEARCH ASSISTANT				
10. WAPCO CLASSIFICATION OF THIS POSITION				11. OCCUPATIONAL GROUP TITLE (Leave blank)				
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS CLASS								
MUNICIPALITY / /		CITY / /			PROVINCE / /			
1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>	5 <sup>TH</sup>	6 <sup>TH</sup>			
/ /	/ /	/ /	/ /	/ /	/ /			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).								
Percent of Working Time								
50%	Assist the project/study leaders in the implementation of Research, Development, Extension and Production activities of the section;							
20%	Supervise the laborers in implementing the activities of the section;							
20%	Gather data, analyze and prepare reports; and							
10%	Does other activities as requested by the supervisors.							

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

**Study Leader**

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

**Center Director**

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK

**Calculator, meter stick, weighing scale and etc.**

17. CONTACTS

	Occasional	Frequent
General Public	<b>X</b>	
Other Agencies	<b>X</b>	
Supervisor		<b>X</b>
Management		<b>X</b>
Other (Specify)		

18. WORKING CONDITIONS

Normal Working Condition	
Field work	<b>X</b>
Field Trips	
Exposed to Varied Weather	<b>X</b>
Other (Specify)	

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

June 14, 2013

Date

**JEREMIAS S. VESTRA**  
Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

20. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION

**To conduct research extension activities on all aspects of coconut for the benefit of Visayan Farmers.**

21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION.

**To carry out the objectives of the study**

22. Indicate the required qualification by years and kind of education considered in filling up a vacancy of this position. (Keep the position in mind rather than the qualification of the incumbent. This item should be filled for all position other than teaching.

**Education : BS DEGREE with specific area of specialization plus other requirements.**

**Experience: Not required**

23. LICENSE OR CERTIFICATE REQUIRED TO DO THIS WORK, IF ANY.

**Not required**

23b. I HEREBY CERTIFY that the above answers are accurate and complete.

June 14, 2013

Date

**APPROVED**

**ALFREDO G. DINGAL**  
Signature and Title of Immediate Supervisor

**JOSE L. BACUSMO**  
Head of Agency

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