

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		19. NAME OF EMPLOYEE <div> <div>ABOGADIE</div> <div>ENRIQUE</div> <div>BERDOS</div> <div>(Family Name)</div> <div>(Given Name)</div> <div>(Middle Name)</div> </div>	
20. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Leyte State University		21. BUREAU OR OFFICE Leyte State University	
20. DEPT./BRANCH/DIVISION PhilRootcrops		21. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 55,908.00 for 6 mos.	
		7b. OTHER COMPENSATION	
16. OFFICIAL DESIGNATION OR POSITION Science Research Assistant		21. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		27. OCCUPATION GROUP TITLE (leave blank)	
28. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY { } CITY { } PROVINCE { } <div> <div>1st</div> <div>2nd</div> <div>3rd</div> <div>4th</div> <div>5th</div> <div>6th</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : DUTIES			
30%	a) To assist in the maintenance of sweetpotato germplasm;		
30%	c) To assist the establishment/collection of some minor root crops germplasm;		
20%	b) To help in the collection, characterization and documentation of sweetpotato germplasm;		
10%	d) To assist in the making of reports of the project; and		
10%	e) To do other duties assigned to him by his supervisor.		

25. POSITION TITLE OF IMMEDIATE SUPERVISOR
Associate Professor IV

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Center Director

28. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) 3 laborers:

Naciancino Cerna, Leon Telempos and Rogelio Cabantug

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Computer, pens, data sheets, rulers, etc.

18. CONTACT

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

19. WORKING CONDITION

Normal Working Condition	[/]
Field Work	[/]
Field Trips	[/]
Exposed to Varied Weather	[/]
Others (Specify)	[/]

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

Date

ENRIQUE B. ABOGADIE

Signature of Employee

61. Describe briefly the general function of the Unit or Section.
Varietal improvement in the production of root crops.

62. Describe briefly the general function of the position.
To assist in the research work in the implementation of the PRCRTC Proj. 114.

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: A BS with specific area of specialization plus other requirements per QS of the University.

Experience: none

23b. Licenses or certificates required to do this work, if any.
none

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

Date

JOSE L. BACUSMO Professor

Signature and Title of Immediate Supervisor

APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency