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REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SINON Feliciano G (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE NARC, VISCA	
4. DEPT./BRANCH/DIVISION NARC, VISCA		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. VISCAB ITEM NO. INST 2-8		7a. SALARY P.A.: 83,088.00	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR II(R/E)		9. WORKING PROPOSED TITLE INSTRUCTOR II(R/E)	
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 attached additional sheets.			
Percent of Working Time : DUTIES			
10%	:	In-charge of the postharvest and processing section.	
60%	:	Plan and implement research and extension program on abaca postharvest and processing.	
25%	:	Design and fabricate prototypes for postharvest and processing and production of abaca.	
05%	:	Perform other duties assigned by the immediate supervisor.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Professor/NARC Director	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Professor/NARC Director																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) A. Martinez Jr. (SRA), A Caintic (Carpenetr), D Castro (Welder)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Calculator, processing machines, fabrication equipment and tools																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[x]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. _____ Date <i>[Signature]</i> FELICIANO G. SINON Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. To conduct research on Abaca																													
22. Describe briefly the general function of the position. To plan and implement research on abaca																													
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: Bachelor's degree in the area of specialization Experience: none required																													
23b. Licenses or certificates required to do this work, if any. None																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. Oct. 24, 1977 Date <i>[Signature]</i> LEONARDO R. GONZALEZ Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date <i>[Signature]</i> SAMUEL S. GO Head of Agency																													