

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
VALIDA ALBERTO FERRER
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE
VISAYAS STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

VSU, Baybay, Leyte

6a. PRES. APPROP.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPROP.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Science Research Assistant

9. WORKING PROPOSED TITLE

Science Research Assistant

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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
Working
Time

DUTIES:

30%

Performs abaca breeding activities e. g. selection of parental materials, monitoring of flowering, hybridization, seed collection, seed germination, and care & maintenance of hybrid seedlings in seed boxes

20%

Performs evaluation activities in single plant and two-row non-replicated trials

25%

Performs field operations and supervision of laborers in land preparation, preparation of planting materials and lay-outing, etc.

10%

Gathers research data, encodes to computer and analyzes data.

10%

Makes study report (Midyear, annual and In-house reports)

5%

Others: serves as resource person on techniques in artificial hybridization of self pollination in abaca.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Professor/VP, 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).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTACT

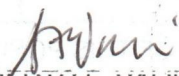
	Occasional	Frequent
General Public	<u>X</u>	
Other agencies		<u>X</u>
Supervisors		<u>X</u>
Management		<u>X</u>
Others (specify)		

19. WORKING CONDITION

Normal Working Condition	<u>X</u>
Field Work	<u>X</u>
Field Trips	<u>X</u>
Exposed to varied weather	<u>X</u>
Other (specify) travels	

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

OCT 27, 2010
Date


ALBERTO F. VALIDA
Signature of employee

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

to conduct research and extension services on all aspects of abaca

22. Describe briefly the general function of the position

to do research work.

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 qualification of the present incumbent. This item should be filled for all positions other than teaching).

Education: Bachelor's degree in the area of specialization

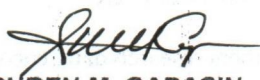
Experiences: not required

23b. Licenses or certificates required to do this work, if any.

BS in Agriculture

24. I hereby certify that the above answers are accurate and complete.

Date


RUBEN M. GAPASIN
Director, NARC
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


JOSE L. BACUSMO
Head of Agency