

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE			
BC-CSC FORM NO. 1		<b>MALASAGA</b>		<b>EDRALIN</b>	
(Position Description form)		(Family Name)		(Given Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE			
<b>LEYTE STATE UNIVERSITY</b>		<b>NCRC-V</b>			
4. DEPARTMENT/BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK			
<b>NCRC-V</b>		<b>BAYBAY, LEYTE</b>			
6A. PRES. APPROP. BOARD RES./ORD. NO. ITEM		6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM		7A. SALARY AUTHORIZED ACTUAL	
				<b>P 9,318.00</b>	
				<b>PERA/ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING OR PROPOSED TITLE			
<b>SCIENCE RESEARCH ASSISTANT</b>		<b>SCIENCE RESEARCH ASSISTANT</b>			
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					
<b>50%</b>	<b>Data gathering</b>				
<b>30%</b>	<b>Data computation and analysis</b>				
<b>15%</b>	<b>Supervise laborers</b>				
<b>15%</b>	<b>Others</b>				

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Study Leader</b>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>Center Director</b>
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16. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK

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

17. CONTACTS			18. WORKING CONDITIONS	
	Occasional	Frequent		
General Public	<b>X</b>		Normal Working Condition	
Other Agencies	<b>X</b>		Field work	<b>X</b>
Supervisor		<b>X</b>	Field Trips	
Management		<b>X</b>	Exposed to Varied Weather	<b>X</b>
Other (Specify)			Other (Specify)	

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

*garnal*  
**EDRALIN M. MALASAGA**  
Signature of Employee

\_\_\_\_\_  
Date

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 gather data, compute and analyze data and supervise laborers.**

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 1, 2004*  
\_\_\_\_\_  
Date

*Tessie C. Nunez*  
**TESSIE C. NUNEZ**  
Signature and Title of Immediate Supervisor

24. APPROVED

\_\_\_\_\_  
Date

*Paciencia P. Milan*  
**PACIENCIA P. MILAN**  
Head of Agency