

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC FORM NO. 1		MALASAGA	EDRALIN M.
(Position Description form)		(Family Name)	(Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		NCRC-V	
4. DEPARTMENT/BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
NCRC-V		BAYBAY, LEYTE	
6A. PRES. APPROP. BOARD RES./ORD. NO. ITEM	6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM	7A. SALARY AUTHORIZED ACTUAL P 13,662.00	7B. OTHER PERA, ACA and ADDITIONAL COMPENSATION ALLOWANCE
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING OR PROPOSED TITLE	
SCIENCE RESEARCH ASSISTANT		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 / /	
1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
/ /	/ /	/ /	/ /
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).			
Percent of Working Time			
30%	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 and the NCRC-V Germplasm;		
30%	Data gathering, encoding, analysis and reports preparation;		
15%	Laboratory activities; and		
5%	Other activities as requested by the supervisors.		
Signature and Title of Immediate Supervisor		Date	
JOSE L. BACISMO			
Head of Agency		Date	
		APPROVED	



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Study Leader

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Center Director

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

Calculator, meter stick, weighing scale and etc.

17. CONTACTS

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisor

X

Management

X

Other (Specify)

18. WORKING CONDITIONS

Normal Working Condition

Field work

X

Field Trips

Exposed to Varied Weather

X

Other (Specify)

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

Dec 29, 2011

Date

EDRALIN M. MALASAGA

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 gather data, encode and analyze data, laboratory analysis, supervise laborers and putting up exhibits

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.

MARIO E. BALIAD

Signature and Title of Immediate Supervisor

APPROVED

Date

JOSE L. BACUSMO

Head of Agency

Date