

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 032
(Position Description Form)

1. NAME OF EMPLOYEE

NORIEL EDIESER AVERION
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

3. BUREAU OR OFFICE

VisCA, Baybay, Leyte

4. DEPT./BRANCH/DIVISION

PRCRTC, VisCA

5. WORK STATION/PLACE OF WORK

VisCA, Baybay, Leyte

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

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱54,336.73 for six months

8. OFFICIAL DESIGNATION OF POSITION

Sci. Res. Assistant

9. WORKING PROPOSE TITLE

Sci. Res. Assistant

10. WAPCO CLASSIFICATION OF THIS POSITION

none

11. OCCUPATION GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY [x]

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

15%

To assist in the collection of yambean, arrowroot and other root crops;

15%

To help in the establishment of germplasm of yambean, arrowroot and other root crops;

60%

To help in the maintenance, evaluation, characterization of the gene bank;

9%

To help in making initial report of the project;

1%

To do other duties assigned by the supervisor.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor

Asso Professor/Director

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

labours

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

office, laboratory, field equipments

18. CONTACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field Work	<input checked="" type="checkbox"/>
Field Trips	<input checked="" type="checkbox"/>
Exposed to Varied Weather	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>

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

January 16, 1998
Date

Edieser Noriel

EDIESER NORIEL

Signature of Employee

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

Varietal Improvement

22. Describe briefly the general function of the position.

To assist in 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 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 College*

Experience: *None*

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

None

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

Date

R. L. Sanico-Sanico

ROLINDA T. SANICO-Professor

Signature and Title of Immediate Supervisor

25. APPROVED:

Samuel S. Go
SAMUEL S. GO
President