

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC FORM NO. 1		ANDRINO MARISEL T.	
(Position Description form)		(Family Name)	(Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
LEYTE 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 <i>1-19-2002</i>	6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM <i>1-19-2002</i>	7A. SALARY <i>₱ 162,144-</i> AUTHORIZED ACTUAL	7B. OTHER PERA/ACA <i>₱ 2,000-</i>
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING OR PROPOSED TITLE	
Instructor I		Instructor I	
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 ST	2 ND	3 RD	4 TH
/ /	/ /	/ /	/ /
5 TH		6 TH	
/ /		/ /	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).			
Percent of Working Time			
25%	Takes charge of the R & D activities on coconut processing & utilization for food		
25%	Takes charge of the extension activity of the coconut processing & utilization for food		
15%	Handles academic courses at the Dept. of Food Science and Technology		
20%	Develops and manages Income Generating Project on coco nut technologies for food		
10%	Takes charge of the Food Technology Section of the Center		
5%	Does other activities assigned by the immediate supervisor related to the expertise		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Study Leader

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Center Director

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

Computer with printer, LCD, OHP, Scanner

17. CONTACTS

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisor

X

Management

X

Other (Specify)

18. WORKING CONDITIONS

Normal Working Condition

X

Field work

X

Field Trips

Exposed to Varied Weather

X

Other (Specify)

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

5/15/2009

Date

MARISEL T. ANDRINO

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 and extension activities on all aspects of coconut for the benefit of Visayan Farmers of the region.

21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION.

Plan and implement research and extension activities on coconut technologies and other NCRC-V activities.

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 : B.S. degree in the area of specialization

Experience: Two (2) years

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.

Date

EUTQUIO E. SUDARIA

Signature and Title of Immediate Supervisor

33. APPROVED

Date

JOSE L. BACUSMO

Head of Agency