

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 City, 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 <div style="display: flex; justify-content: space-around;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13 STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed. Please attached additional sheets.			
Percent of Working Time	DUTIES:		
40%	Performs abaca breeding activities e.g. selection of parental materials, monitoring of flowering, hybridization, seed collection, seed germination, and care and maintenance of hybrid seedlings in seed boxes		
20%	Performs evaluation activities in single plant and two-row non-replicated trials		
10%	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)		
10%	Others: serves as resource person on techniques in artificial hybridization of self pollination in abaca		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Study Leader

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director, NARC

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

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

18. CONTACT

Occasional Frequent

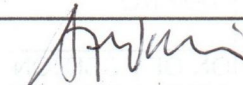
General Public	<u>X</u>
Other Agencies	<u>X</u>
Supervisors	<u>X</u>
Management	<u>X</u>
Others (specify)	<u> </u>

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	<u> </u>

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

JAN. 8, 2014
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: Bachelors's degree in the area of specialization

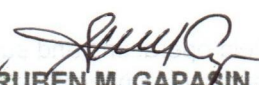
Experiences: not required

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

BS in Agriculture

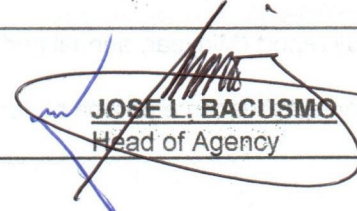
24. I hereby certify that the above answers are accurate and complete.

Date


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

25. APPROVED:

Date


JOSE L. BACUSMO
Head of Agency