

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BELMONTE      DEMETRIO, JR.      VALDEZ <small>(Family Name)      (Given Name)      (Middle Name)</small>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Leyte State University		3. BUREAU OR OFFICE Leyte State University	
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: ₱.	
		7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OR POSITION Science Aide		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S 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 attached additional sheets.			
Percent of Working Time :		DUTIES	
50%	a. To help in the establishment and conduct of gabi experiment particularly that of the project;		
40%	b. To collect data and other necessary information from the experiment; and		
10%	c. To do other related tasks that may be assigned by the study leader.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Associate Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Center Director

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

none

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

Weighing scale, calculator, data sheets, etc.

18. CONTACT

	Occasional	Frequent
General Public	[ / ]	[ / ]
Other Agencies	[ / ]	[ / ]
Supervisors	[ / ]	[ / ]
Management	[ / ]	[ / ]
Others (Specify)	[ / ]	[ / ]

19. WORKING CONDITION

Normal Working Condition	[ / ]
Field Work	[ / ]
Field Trips	[ / ]
Exposed to Varied Weather	[ / ]
Others (Specify)	[ / ]

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

December 1, 2004

Date

DEMETRIO V. BELMONTE, JR.

Signature of Employee

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

Spearhead in the production of root crops.

22. Describe briefly the general function of the position.

Assist and help in the implementation of the PRCRTC Proj. 140.

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: Completion of two years college work.

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

DILBERTO O. FERRAREN - Asst. Prof.

Signature and Title of Immediate Supervisor

APPROVED:

Date

PACILNCIA P. MILAN

Head of Agency