

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>SACEDON</u> <u>MARLON</u> <u>FLORES</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE 9	
4. DEPT./BRANCH/DIVISION Dept. of Ag. Eng'g. & Applied Mathematics		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 OF POSITION Research Assistant		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLERK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around; margin-top: 10px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">Percent of Working Time</div> <div style="width: 80%;">DUTIES</div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">45%</div> <div style="width: 80%;">To gather field data and information of existing SWIP, NIS and CIS in Region 7</div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">35%</div> <div style="width: 80%;">To evaluate and assess the suitability of design, design criteria in Region 7</div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">10%</div> <div style="width: 80%;">To gather literature related to design criteria of SWIP, NIS and CIS</div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">10%</div> <div style="width: 80%;">To make periodic accomplishment and final report of the study.</div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">100%</div> <div style="width: 80%;"></div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Professor	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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. Calculator, pen, computer, and drawing instruments.	
18. CONTRACT General Public [] Occasional [] Frequent [] Other Agencies [] [] [] Supervisors [] [] [] Management [] [] [] Other (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. September 14, 1998 Date MARLON F. SAGEDON Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To conduct instruction, research and extension.	
22. Describe briefly the general function of the position. To conduct instruction, research and extension.	
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: Experience:	
23b. Licenses or certificates required to do this work, if any.	
24. I HEREBY CERTIFY that the above answers are accurate and complete. September 14, 1998 Date MARGARITO C. ESCALANTE Signature and title of Immediate Supervisor	
25. APPROVED: Date SAMUEL S. GO Head of Agency	