

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
VALENZONA MARIO ASMOLO
(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

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 Aide

9. WORKING PROPOSED TITLE

Science Aide

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 []

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:

40%

Prepares promising abaca accession for field planting e.g. hauling soil media, sterilization and potting of tissue-cultured plantlets and field testing at identified sites in VSU, Ormoc and southern Leyte.

20%

Land preparation, lay-outting, label and replanting activity of missing hills and care and maintenance of the experimental set-up.

30%

Periodic harvesting of sample plants, data gathering, data analysis and report writing

10%

Others: supervises laborers, assists in handicraft making and other duties assigned by the immediate supervisor/director.

100%

JOSE L. BACASMO
Head of Agency

Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Study Leader

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor/Director NARC

nos. and titles).

Laborers

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

18. CONTACT

General Public

Other agencies

Supervisors

Management

Others (specify)

Occasional/Frequent

X

X

X

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied weather

X

X

X

X

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

10-29-2010

Date

MARIO A. VALLAZONA

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

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: Bachelor'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