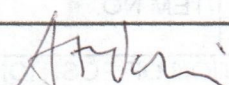
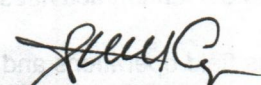


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1 NAME OF EMPLOYEE VALIDA ALBERTO FERRER (Family Name) (Given Name) (Middle Name)															
2 DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3 BUREAU OR OFFICE VISAYAS STATE UNIVERSITY															
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 MUNICIPALITY [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] CITY [] PROVINCE []																	
13 STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed. Please attached additional sheets. <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Percent of Working Time</th> <th style="width: 90%;">DUTIES:</th> </tr> </thead> <tbody> <tr> <td>40%</td> <td>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</td> </tr> <tr> <td>20%</td> <td>Performs evaluation activities in single plant and two-row non-replicated trials</td> </tr> <tr> <td>10%</td> <td>Performs field operations and supervision of laborers in land preparation, preparation of planting materials and lay-outing, etc.</td> </tr> <tr> <td>10%</td> <td>Gathers research data, encodes to computer and analyzes data</td> </tr> <tr> <td>10%</td> <td>Makes study report (Midyear, annual and In-house reports)</td> </tr> <tr> <td>10%</td> <td>Others: serves as resource person on techniques in artificial hybridization of self pollination in abaca</td> </tr> </tbody> </table>				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
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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 ☒ <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">General Public</td> <td style="width: 50%; text-align: center;">☒</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Others (specify)</td> <td style="text-align: center;">☐</td> </tr> </table>	General Public	☒	Other Agencies	☒	Supervisors	☒	Management	☒	Others (specify)	☐	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Normal Working Condition</td> <td style="width: 50%; text-align: center;">☒</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Exposed to varied weather</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Other (specify) travels</td> <td style="text-align: center;">☐</td> </tr> </table>	Normal Working Condition	☒	Field Work	☒	Field Trips	☒	Exposed to varied weather	☒	Other (specify) travels	☐
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20. I CERTIFY that the above answers are accurate and complete. <u>07-02-2013</u> 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. <u> </u> Date  RUBEN M. GAPASIN Director, NARC Signature and Title of Immediate Supervisor																					
25. APPROVED: <u> </u> Date JOSE L. BACUSMO Head of Agency																					