

REPUBLIC OF THE PHILIPPINES
BC-CSC FORM NO. 1
(Position Description Form)

1. NAME OF EMPLOYEE

MALASAGA
(Family Name)

EDRALIN
(Given Name)

M.
(Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPARTMENT/BRANCH/DIVISION

**NATIONAL COCONUT RESEARCH CENTER-
VISAYAS**

3. BUREAU OR OFFICE

NCRC-V

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT
BOARD
ORD. NO.
ITEM NO. **LS**

6b. PREV. APPROP.
ACT/BOARD RES.
ORD. NO.
ITEM NO. **LS**

7a. SALARY
AUTHORIZED
ACTUAL
P 9,318.00

7b. OTHER COMPENSATION
PERA AND ACA

8. OFFICIAL DESIGNATION OF POSITION
SRA

9. WORKING OR PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL GROUP TITLE (Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS

MUNICIPALITY / /		CITY / /		PROVINCE / /	
1 ST	2 ND	3 RD	4 TH	5 TH	6 TH

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets)

50%

Data gathering

30%

Data computation and analysis

15%

Supervise laborers

15%

Others

Eval. 11 Aug 08

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Study Leader

Center Director

16. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK

Calculator, meter stick, weighing scale, and etc.

17. CONTACTS

	Occasional	Frequent
General Public	X	
Other Agencies	X	
Supervisor		X
Management		X
Other Specify		

18. WORKING CONDITION

Normal Working Condition	
Field Work	X
Field Trips	
Exposed to Varied Weather	X
Other (specify)	

19. I CERTIFY THAT THE ABOVE answers are accurate and complete

June 17, 2003
Date

EDRALIN M. MALASAGA
EDRALIN M. MALASAGA
Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

20. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION OF THE UNIT OR SECTION

To conduct research and extension activities on all aspects of coconut for the benefit of Visayan Farmers

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION

To gather data, compute and analyze data and supervise laborers

22. Indicate the Required Qualification by years and kind of Education considered in filling up a vacancy of this position. (Keep the position in mind rather the qualification of the present incumbent. This item should be filled up for all position other than teaching.

Education	BS degree with specific area of specialization plus other requirements
Experience	Not Required

23. LICENSE OR CERTIFICATE REQUIRED TO DO THIS WORK, IF ANY
Not Required

24. I HEREBY CERTIFY that the above answers are accurate and complete.

June 17, 2003
Date

TESSIE C. NUNZ
TESSIE C. NUNZ
Signature and Title of Immediate Supervisor

PACIENCIA P. MILAN
PACIENCIA P. MILAN
Head of Agency