

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

1. NAME OF EMPLOYEE

LORETO **DALE** **P.**
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Leyte State University
~~Leyte State College of Agriculture~~

3. BUREAU OR OFFICE

Leyte State University

4. DEPT./BRANCH/DIVISION

PhilRootcrops

5. WORK STATION/PLACE OR 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.:

P61.908.00 for 6 mos.

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Sci. Res. Asst.

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL 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

D U T I E S

50%

1. To maintain the PhilRootcrops computer units and other computer related equipment;

40%

2. To do programming work for computerization of the Center as well as establishment and maintenance of database for PhilRootcrops; and

10%

3. To do other jobs that may be assigned by the directo supervisor and the Center Director.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Associate Professor II

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.
Computer, printer, AVR, etc.

18. CONTRACT

General Public
Other Agencies
Supervisors
Management
Others (Specify)

	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.

5/20/2003

Date

DALE P. LORETO

Signature of Employees

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

Conducts root/crop research and extension activities

22. Describe briefly the general function of the position.

To do computer-related works in support of the PhilRootcrops activities;

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: A BS degree with specific area of specialization plus other requirements per QS of the University.

Experience: none

23b. Licenses or certificates required to do this work, if any.

none

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

Date

ALGERICO M. MARISCAL - Prof. III/Center Director

Signature and Title of Immediate Supervisor

APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency