

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <u>LORETO</u> <u>ALAN</u> <u>B</u> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div>
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center;">Leyte State University</div>	3. BUREAU OR OFFICE <div style="text-align: center;">Leyte State University</div>
4. DEPT./BRANCH/DIVISION <div style="text-align: center;">PhilRootcrops</div>	5. WORK STATION/PLACE OF WORK <div style="text-align: center;">Baybay, Leyte</div>
<div style="display: flex;"> <div style="flex: 1;"> 6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="flex: 1;"> 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <u>VISCAB-APRO2-8-2004</u> </div> </div>	7a. SALARY P.A.: P 240,240.00 7b. OTHER COMPENSATION : PERA/ACA
8. OFFICIAL DESIGNATION OR POSITION <div style="text-align: center;">Associate Prof. V</div>	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <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 attach additional sheets.	
DUTIES	
Percent of Working Time :	<div style="margin-bottom: 10px;"> 40% To plan, implement and supervise engineering related research and extension programs; </div> <div style="margin-bottom: 10px;"> 30% To develop methods/means of applying computer technology in research, instruction and extension; </div> <div style="margin-bottom: 10px;"> 12% To collaborate and establish network with LGU departments and Centers and other institutions on precision farming and machinery management; </div> <div style="margin-bottom: 10px;"> 10% To participate in the planning and implementation of PhilRootcrops activities; and </div> <div style="margin-bottom: 10px;"> 8% To perform other duties that the supervisor may assign. </div>

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Center Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director for Research and Extension

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

Dale P. Loreto - SRA; Raul Bagarinao - Skilled Worker

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

Computer and its peripherals, Power tools, 4WD tractor, Hand tools, GPS

18. CONTACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[]	[/]
Other Agencies	[]	[/]
Supervisors	[]	[/]
Management	[]	[/]
Others (Specify) Students	[]	[/]

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

Dec. 5, 2005

Date

ALAN B. LORETO

Signature of Employee

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

Responsible in conducting engineering related research and computer applications studies with emphasis on root corps.

22. Describe briefly the general function of the position.

Conduct research, teach engineering courses, work on extension activities/cum research and perform assigned administrative functions.

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: Relevant masteral degree

Experience: 3 years of relevant experience; 16 hours of relevant training.

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

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

Date

ALGERICO M. MARISCAL - Center Director

Signature and Title of Immediate Supervisor

APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency