




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>SACEDON, MARLON FLORES</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State College of Agriculture		3. BUREAU OR OFFICE  DAEAM/CIRDUP	
4. DEPT./BRANCH/DIVISION  Dept. of Ag. Eng'g. & Applied Mathematics		5. WORK STATION/PLACE OF WORK  VISCA, 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.:  9680.40 7b. OTHER COMPENSATION:  ACA/PERA	
8. OFFICIAL DESIGNATION OF POSITION  Research Assistant		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLERK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [ / ] CITY [ ] PROVINCE [ ]  <div style="display: flex; justify-content: space-around;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : : : : : <div style="text-align: center;">DUTIES</div> <ul style="list-style-type: none"> <li>- To gather literature related to design criteria of SWIP, NIS and CIS.</li> <li>- To gather field data and information of existing SWIP, NIS and CIS in Region 7.</li> <li>- To evaluate and assess the suitability of design criteria in Region 7.</li> <li>- To make periodic accomplishment and final report of the study.</li> </ul>			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR 	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) 																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. calculator																													
18. CONTRACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="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>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>December 7, 1998</u>            Date         </div> <div style="text-align: center;">             Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. 																													
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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: Experience:																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>December 7, 1998</u>            Date         </div> <div style="text-align: center;">             DR. MARGARITO C. ESCALANTE            Signature and title of Immediate Supervisor         </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>                    </u>            Date         </div> <div style="text-align: center;">             SAMUEL S. GO            Head of Agency         </div> </div>																													