

1. NAME OF EMPLOYEE

MAZO ANDREW A
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/ 3.
LOCAL GOVERNMENT
VISAYAS STATE UNIVERSITY

BUREAU OR OFFICE

OVPRE, VSU, Visca, Baybay, Leyte

4. DEPARTMENT/BRANCH/DIVISION
OVPRE, VSU, Visca

5. WORK STATION/PLACE OF WORK
Baybay, Leyte

6a. PRES. APPROP. ACT: 6b. PREV. APPROP.
BOARD RES./ : ACT/BOARD RES./
ORD. NO. : ORD. NO.
ITEM NO. : ITEM NO.

7a. SALARY : 7b. OTHER COMPENSATION
AUTHORIZED
ACTUAL
P 7,891.00/mo.

8. OFFICIAL DESIGNATION OF POSITION
Science Aide

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 /x/

CITY /x/

PROVINCE / /

1st

2nd

3rd

4th

5th

6th

/x/

/ /

/ /

/ /

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

- 30% 1. Monitors and consolidates all LSU-funded extension projects' accomplishments vis-a-vis the targets and prepares quarterly, mid-year and year-end (annual) reports for submission to the ODREx planning unit, for integration and submission to FMO and other concerned offices;
- 20% 2. Monitors and consolidates reports of all training conducted from departments, centers, institutes and colleges;
- 15% 3. Takes charge of referral services and documents requests and actions taken by concerned departments, centers, and institutes on requests by walk-in clients.
- 15% 4. Monitors and documents the LANDBANK-TPC including SETUP DATBED funded projects and submits consolidated quarterly, mid-year and year-end reports to the Director.
- 5% 5. Assists in facilitating Extension In-House Review;
- 5% 6. Assists in the Farmers' and Fisherfolks Day, Baybay Agro-Fair and other related activities.
- 5% 7. Assists in facilitating training programs;
- 5% 8. Do other tasks that may be assigned by the superior.

100 %

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

Vice President, Res/Extn.

SUPERVISOR

President, VSU

16. NAME, TITLE AND ITEM NO. OF THOSE YOU ARE DIRECTLY SUPERVISE (If more than 7).
List only by their Item Nos. and Titles)

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK
Computer, Printer, Calculator, Stapler, Scissor, Filing Cabinet, Office Tables, Chairs

18. CONTACTS

19. WORKING CONDITION

	Occasional	Frequent		
General Public	X		Normal Working Condition	X
Other Agencies	X		Field Work	
Supervisors		X	Field Trips	
Management		X	Exposed to Varied weather	
Others (specify)			Others (Specify)	

20. I CERTIFY THAT the above answers are accurate and complete.

JUNE 8, 2009

Date


ANDREW A. MAZO

Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION.

The office is responsible for the overall coordination and management of the university's research and development (R & D) and extension (E) programs.

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.

Overall assistance in the establishment and maintenance of the university's research and extension (R & E) management and information system (MIS).

23a. 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 than the qualification of the present incumbent. This item should filled for all positions other than teaching.

Education: High School Graduate

Experience: none required

23b. LICENSES OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

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

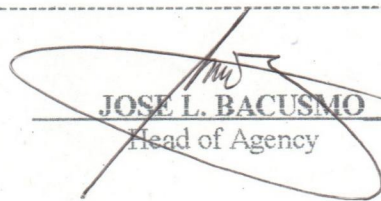
Date


OTHELLO B. CAPUNO, Vice Pres., R & E

Signature and Title of
Immediate Supervisor

25. APPROVED:

Date


JOSE L. BACUSMO
Head of Agency