

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
OCON FELIX LLEVE
(Family Name) (Given Name) (Middle Name)

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

3. BUREAU OR OFFICE
National Abaca Research Center

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

LSU, Baybay, Leyte

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

6b. PREV. APPROP. ACT/
BOARD RES/
ORRD. NO.
ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Science Research Assistant

9. WORKING PROPOSED TITLE

Science Research Assistant

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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

DUTIES:

50 %

to supervise laborers and implement research study

40 %

to collect and analyze data and prepare research reports

10 %

to perform other research related activities and responsibilities as directed by the immediate supervisor

100 %

YUZ O. MORENO
Director NARC

Signature and Title of Immediate Supervisor

PACIFICOR F. MILLAN
Head of Agency

25 APPROVED

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Study Leader

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor/Director NARC

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

Laborers

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

18. CONTACT

Occasional Frequent

General Public

x

Other agencies

x

Supervisors

x

Management

x

Others (specify)

19. WORKING CONDITION

Normal Working Condition

x

Field Work

x

Field Trips

x

Exposed to varied weather

x

Other (specify) travels

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

6/18/17

Date

FELIX L. OCON

Signature of employee

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

to conduct research and extension services on all aspects of abaca

22. Describe briefly the general function of the position

to do research work.

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

Education: Bachelor's degree in the area of specialization

Experiences: not required

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

BS in Agriculture

24. I hereby certify that the above answers are accurate and complete.

Date

LUX O. MORENO

Director, NARC

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency