

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**

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.:

**P59,889.26 (6 mos.)**

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

**Science Research Assistant**

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 [ ]

1<sup>ST</sup>

2<sup>ND</sup>

3<sup>RD</sup>

4<sup>TH</sup>

5<sup>TH</sup>

6<sup>TH</sup>

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 maybe assigned by the direct 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

|                  | <u>Occasional</u> | <u>Frequent</u> |
|------------------|-------------------|-----------------|
| 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.

June 13, 2002

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**

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

ALGERICO M. MARISCAL - OIC, PhilRootcrops

Signature and Title of Immediate Supervisor

Date

25. APPROVED:

PACIENCIA P. MILAN

Head of Agency

Date