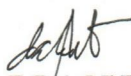
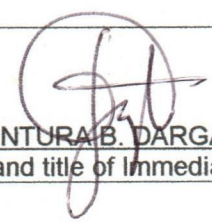
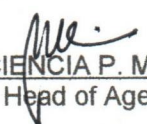


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Loreto Dale Pical (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE ITE	
4. DEPT./BRANCH/DIVISION Institute of Tropical Ecology		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. 6,211.00 7b. OTHER COMPENSATION ACA/ PERA	
8. OFFICIAL DESIGNATION OF POSITION Science Aide		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 [] 1 st 2 nd 3 rd 4 th 5 th 6 th [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please Attached additional sheets.			
Percent of Working Time		DUTIES	
20 %		: 1. To assist in data collection.	
40%		: 2. To assist data encoding, data digitizing and data analysis.	
10%		: 3. To assist in the procurement of supplies, materials and equipment to be used in the project	
5%		: 4. To perform clerical work as the need arises.	
15%		: 5. To prepare monthly/quarterly accomplishment report.	
5%		: 6. To participate in project related activities.	
5%		: 7. To perform other duties that may be assigned by the management/supervisor from time to time.	
		:	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Project Coordinator		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 preformance of work. Computer			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[x]	[]	Normal Working Condition []
Other Services	[]	[]	Field Work [x]
Supervisors	[]	[x]	Field Trips []
Management	[x]	[]	Exposed to Varied Weather []
Other (Specify)	[]	[]	Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete.			
_____		 DALE P. LORETO Signature of Employee	
Date			
21. Describe briefly the general function of the unit or section			
22. Describe briefly the general function of the position. Gather information/data needed for the project			
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: BS Graduate Experience:			
23b. Licenses or certificates required to do this work, if any. None			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
Dec. 12, 2000		 BUENAVENTURA B. DARGANTES Signature and title of Immediate Supervisor	
Date			
25. APPROVED:			
_____		 PACIENCIA P. MILAN Head of Agency	
Date			