

REPUBLIC OF THE PHILIPPINES  
BC-CSC FORM NO. 1  
(Position Description Form)

1. NAME OF EMPLOYEE  
**VESTRA JEREMIAS S..**  
(Family Name) (Given Name) (Middle Name)

4. DEPARTMENT, CORPORATION OR  
AGENCY/LOCAL GOVERNMENT

**LEYE STATE UNIVERSITY**

3. BUREAU OR OFFICE

**NCRC-V**

4. DEPARTMENT/BRANCH/DIVISION

**NCRC-V**

5. WORK STATION/PLACE OF WORK

**BAYBAY, LEYTE**

6a. PRES. APROP.  
BOARD RES./  
ORD. NO.  
ITEM

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

7A. SALARY  
AUTHORIZED  
ACTUAL  
  
**P 9,318.00**

7b. OTHER  
  
**PERA/ACA**

6. OFFICIAL DESIGNATION OF POSITION

**SCIENCE RESEARCH ASSISTANT**

11. WORKING OR PROPOSED TITLE

**SCIENCE RESEARCH ASSISTANT**

10. WAPCO CLASSIFICATION OF THIS  
POSITION

11. OCCUPATIONAL GROUP TITLE (Leave Blank)

14. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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

**50%**

**To do pollination works**

**25%**

**To supervise field activities/data gathering**

**25%**

**To compute data**

**10%**

**To assist the study leader in progress report preparation**

**10%**

**To do other jobs that maybe assigned by the study leader or  
NCRC-V Director**

|   |  |
|---|--|
| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><b>Study Leader</b> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><b>Center Director</b> |
|---|--|

19. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK

**Calculator, meter stick, weighing scale and etc.**

|  |                       |            |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
|--|-----------------------|------------|----------|----------------|----------|--|----------------|----------|--|-------------|--|----------|------------|--|----------|------------------|--|--|---|--------------------------|--|------------|----------|-------------|--|---------------------------|----------|-----------------|--|
| 18. CONTACTS   | 19. WORKING CONDITION |            |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| <table border="0"> <tr> <td></td> <td>Occasional</td> <td>Frequent</td> </tr> <tr> <td>General Public</td> <td><b>x</b></td> <td></td> </tr> <tr> <td>Other Agencies</td> <td><b>x</b></td> <td></td> </tr> <tr> <td>Supervisors</td> <td></td> <td><b>x</b></td> </tr> <tr> <td>Management</td> <td></td> <td><b>x</b></td> </tr> <tr> <td>Others (Specify)</td> <td></td> <td></td> </tr> </table> |                       | Occasional | Frequent | General Public | <b>x</b> |  | Other Agencies | <b>x</b> |  | Supervisors |  | <b>x</b> | Management |  | <b>x</b> | Others (Specify) |  |  | <table border="0"> <tr> <td>Normal Working Condition</td> <td></td> </tr> <tr> <td>Field Work</td> <td><b>x</b></td> </tr> <tr> <td>Field Trips</td> <td></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td><b>x</b></td> </tr> <tr> <td>Other (specify)</td> <td></td> </tr> </table> | Normal Working Condition |  | Field Work | <b>x</b> | Field Trips |  | Exposed to Varied Weather | <b>x</b> | Other (specify) |  |
|  | Occasional            | Frequent   |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| General Public   | <b>x</b>              |            |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Other Agencies   | <b>x</b>              |            |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Supervisors  |                       | <b>x</b>   |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Management   |                       | <b>x</b>   |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Others (Specify)   |                       |            |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Normal Working Condition   |                       |            |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Field Work   | <b>x</b>              |            |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Field Trips  |                       |            |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Exposed to Varied Weather  | <b>x</b>              |            |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Other (specify)  |                       |            |          |                |          |  |                |          |  |             |  |          |            |  |          |                  |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |

22. I CERTIFY THAT THE above answers are accurate and complete.

**June 25, 2002**

Date

**JEREMIAS S. VESTRA**

Signature of Employee

**TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR**

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

**To conduct research and extension activities on all aspects of coconut for the benefit of Visayan Farmers.**

30. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.

**To carry out the objectives of the study**

31. 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 be filled for all positions other than teaching.

|            |   |
|------------|---|
| Education  | <b>BS degree w/ specific area of specialization plus other requirements</b> |
| Experience | <b>Not required</b>   |

23b. LINCENSE OR CERTIFICATE REQUIRED TO DO THIS WORK, IF ANY.

**Not required**

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

**Dec. 23, 2002**

Date

**TESSIE C. NUNEZ**

Signature and Title of Immediate Supervisor

27. APPROVED

**Dec. 23, 2002**

Date

**PACIENCIA P. MILAN**

Head of Agency