
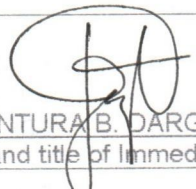
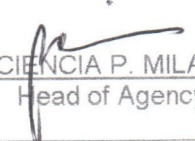


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  <div style="display: flex; justify-content: space-around;"> <span>Loreto (Family Name)</span> <span>Dale (Given Name)</span> <span>Pical (Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL 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.  <div style="text-align: center;"><b>76,211.00</b></div> 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 [ ]  <div style="display: flex; justify-content: space-around;"> <span>1<sup>st</sup> [ ]</span> <span>2<sup>nd</sup> [ ]</span> <span>3<sup>rd</sup> [ ]</span> <span>4<sup>th</sup> [ ]</span> <span>5<sup>th</sup> [ ]</span> <span>6<sup>th</sup> [ ]</span> </div>			
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 <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[ x ]</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Other Services</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ x ]</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[   ]</td> </tr> </table>		Occasional	Frequent	General Public	[ x ]	[   ]	Other Services	[   ]	[   ]	Supervisors	[   ]	[ x ]	Management	[ x ]	[   ]	Other (Specify)	[   ]	[   ]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[   ]</td> </tr> </table>	Normal Working Condition	[   ]	Field Work	[ x ]	Field Trips	[   ]	Exposed to Varied Weather	[   ]	Others (Specify)	[   ]
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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>3/1/2000</u>            Date         </div> <div style="width: 45%; text-align: right;">   <u>DALE P. LORETO</u>            Signature of Employee         </div> </div>																													
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.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>3/1/2000</u>            Date         </div> <div style="width: 45%; text-align: right;">   <u>BUENAVENTURA B. DARGANTES</u>            Signature and title of Immediate Supervisor         </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           _____            Date         </div> <div style="width: 45%; text-align: right;">   <u>PACIENCIA P. MILAN</u>            Head of Agency         </div> </div>																													