

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

1. NAME OF EMPLOYEE

MAZO ANDREW A  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/ 3.  
LOCAL GOVERNMENT

BUREAU OR OFFICE

LEYTE STATE UNIVERSITY

ODREx, LSU, Visca, Baybay, Leyte

4. DEPARTMENT/BRANCH/DIVISION

ODREx, LSU, Visca

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT: 6b. PREV. APPROP.

BOARD RES./ : ACT/BOARD RES./

ORD. NO. : ORD. NO.

ITEM NO. : ITEM NO.

7a. SALARY : 7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL

P 6,522.00/mo.

8. OFFICIAL DESIGNATION OF POSITION

Science Aide

9. WORKING OR PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION : 11. OCCUPATIONAL GROUP TITLE (Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS'S CLASS

MUNICIPALITY / x /

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>

/ x /

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).

- 40% Assists in the establishment and maintenance of the university's research and extension (R & E) management & information system (MIS)
- 20 Takes charge of updating annually the R & E profile (according to program, commodity/discipline, research technology/information, implementing unit, source of funds, stakeholder, human resource, facilities and equipment, geographic service area and budget).
- 20 Assists in providing facilitative services to the LSU-Land Bank Technology Promotion Center (TPC).
- 10 Coordinates with superiors in providing electronic generated data requested by support offices and collaborating/cooperating agencies.
- 10 Performs other related tasks assigned by superiors.

100 %

14. POSITION TITLE OF IMMEDIATE SUPERVISOR: 15. POSITION TITLE OF NEXT HIGHER

Director

SUPERVISOR

Vice President

16. NAME, TITLE AND ITEM NO. OF THOSE YOU ARE DIRECTLY SUPERVISE (If more than 7).  
List only by their Item Nos. and Titles)

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK  
Computer, Calculator, Stapler, Scissor, Filing Cabinet, Office Tables, Chairs

18. CONTACTS

	Occasional	Frequent
General Public	: X :	: :
Other Agencies	: X :	: :
Supervisors	: :	: X :
Management	: :	: X :
Others (specify):	: :	: :

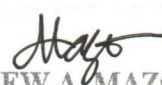
19. WORKING CONDITION

Normal Working Condition	: X :
Field Work	: :
Field Trips	: :
Exposed to Varied weather	: :
Others (Specify)	: :

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

January 16, 2006

Date

  
ANDREW A. MAZO  
Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

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

The office is responsible for the overall coordination and management of the university's research and development (R & D) and extension (E) programs.

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.

Overall assistance in the establishment and maintenance of the university's research and extension (R & E) management and information system (MIS).

23a. 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 filled for all positions other than teaching.

Education: High School Graduate


Experience: none required

23b. LICENSES OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

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

11/17/06

Date

  
OTHELLO B. CAPUNO, Director, R & E  
Signature and Title of  
Immediate Supervisor

25. APPROVED:

Date

  
PACIENCIA P. MILAN  
Head of Agency