
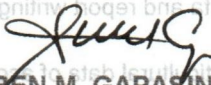
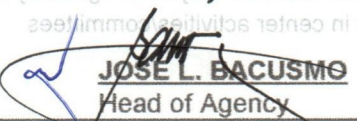


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1 NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> JACOB JOVELYN GOFREDO </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div>	
2 DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3 BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4 DEPT./BRANCH/DIVISION		5 WORK STATION/PLACE OF WORK VSU, Baybay City, Leyte	
6a. PRES. APPROP ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a SALARY P.A. 7b OTHER COMPENSATION	
8 OFFICIAL DESIGNATION OF POSITION Science Research Assistant		9 WORKING PROPOSED TITLE Science Research Assistant	
10 WAPCO CLASSIFICATION OF THIS POSITION		11 OCCUPATION GROUP TITLE (Leave Blank)	
12 FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> MUNICIPALITY [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div> <div style="text-align: center;"> CITY [] </div> <div style="text-align: center;"> PROVINCE [] </div> </div>			
13 STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed. Please attached additional sheets.			
Percent of Working Time	DUTIES:		
60%	Characterizes fiber quality of abaca in the germplasm collection and other abaca accessions as to tensile strength, fiber length, fiber fineness; cell length, lumen width, cell diameter, cell wall thickness, runkel flexibility and slender ratios; fiber qualities (color, texture, luster and uniformity from base to tip) and chemical properties (% ash and % lignin contents)		
15%	Gathers yield and yield components data (dry wt. of fiber per plant, stalk wt. & % fiber recovery), consolidates, analyzes data and report writing.		
20%	Gathers horticultural data of accessions in invitro germplasm experiments; assists in the regular transfer of cultures in vitro into new medium; assists in monitoring the growth and performance of abaca accessions in vitro		
5%	Performs other tasks as maybe assigned by the study leader and center director i.e. entertains visitors' request, involvement in center activities/committees		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Study Leader (Family Name) (Given Name) (Middle Name)	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director, NARC
16. NAMES, TITLES AND ITEMS NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than 7, list only by their item nos. and titles). Laborers	
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.	
18. CONTACT Occasional Frequent General Public <input checked="" type="checkbox"/> X Other Agencies <input checked="" type="checkbox"/> X Supervisors <input checked="" type="checkbox"/> X Management <input checked="" type="checkbox"/> X Others (specify) _____	19. WORKING CONDITION Normal Working Condition <input checked="" type="checkbox"/> X Field Work <input checked="" type="checkbox"/> X Field Trips <input checked="" type="checkbox"/> X Exposed to varied weather <input checked="" type="checkbox"/> X Other (specify) travels _____
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>7/1/15</u> Date </div> <div style="text-align: center;">  JOVELYN G. JACOB Signature of Employee </div> </div>	
21. Describe briefly the general function of the Unit or Section to conduct research and extension services on all aspects of abaca	
22. Describe briefly the general function of the position to do research work.	
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 qualification of the present incumbent. This item should be filled for all positions other than teaching). Education: Bachelors's degree in the area of specialization Experiences: not required	
23b. Licenses or certificates required to do this work, if any. BS in Agriculture	
24. I hereby certify that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  RUBEN M. GAPASIN Director, NARC Signature and Title of Immediate Supervisor </div> </div>	
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>	