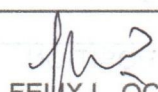
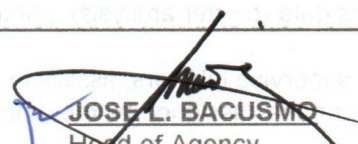


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1 NAME OF EMPLOYEE OCON FELIX LLEVE (Family Name) (Given Name) (Middle Name)	
2 DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3 BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4 DEPT./BRANCH/DIVISION		5 WORK STATION/PLACE OF WORK VSU, Baybay, 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			
MUNICIPALITY [] CITY [] PROVINCE []			
1st 2nd 3rd 4th 5th 6th [] [] [] [] [] []			
13 STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed. Please attached additional sheets.			
Percent of Working Time	DUTIES:		
30%	Collects/recollects abaca accessions in different abaca producing areas in the Philippines for in vitro conservation and planting of newly collected abaca accessions for quarantine purposes		
20%	Characterizes the gross morphology of abaca germplasm collection as to their vegetative, inflorescence and fruit/seed parameters		
20%	Maintains/re-established the abaca germplasm collection and disease monitoring		
10%	Establishes abaca germplasm database which includes passport, morphological and fiber characters and yield		
10%	Analyzes data (cluster analysis), photodocumentation of abaca accessions and making of reports		
10%	Others: supervise laborers, assists in abaca nursery visits, exhibits display at NARC and OVPRE and other duties assigned by the immediate supervisor/director		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Study Leader	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 <table style="width: 100%; border-collapse: collapse;"> <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></td> </tr> <tr> <td>Other Agencies</td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>Supervisors</td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>Management</td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>Others (specify)</td> <td></td> <td></td> </tr> </table>		Occasional	Frequent	General Public	X		Other Agencies		X	Supervisors		X	Management		X	Others (specify)			19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">X</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;">X</td> </tr> <tr> <td>Exposed to varied weather</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Other (specify) travels</td> <td></td> </tr> </table>	Normal Working Condition	X	Field Work	X	Field Trips	X	Exposed to varied weather	X	Other (specify) travels	
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Field Work	X																												
Field Trips	X																												
Exposed to varied weather	X																												
Other (specify) travels																													
20. I CERTIFY that the above answers are accurate and complete. <u>June 26, 2012</u> Date  <u>FELIX L. OCON</u> Signature of Employee																													
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. _____ Date  <u>RUBEN M. GAPASIN</u> Director, NARC Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date  <u>JOSE L. BACUSMO</u> Head of Agency																													