

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CUYOS NELITA PEPITO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE Dept. of Horticulture	
4. DEPT./BRANCH/DIVISION Horticulture		5. WORK STATION/PLACE OF WORK Dept. of Horticulture, ViSCA	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. Lump sum 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. Lump sum		7a. SALARY P.A.: 7b. OTHER COMPENSATION: PERA: P500.00 ACAW P500.00	
8. OFFICIAL DESIGNATION OF POSITION Science Res. Asst.		9. WORKING PROPOSED TITLE Science Res. Asst.	
10. WAPCO CLASSIFICATION OF THIS POSITION Science Res. Asst.		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL 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			
50%	:	Responsible in the establishment, care and maintenance of the project.	
30%	:	Gather, compile and collate data.	
10%	:	Make and submit reports.	
5%	:	Supervise laborers.	
5%	:	Other routine works that maybe assigned by the immediate supervisor.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Associate Professor	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Department Head																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) Restitoto Miole																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. weighing scale laminar flow hood, oven, pH meter, pressure cooker, etc.																													
18. CONTRACT <table style="width: 100%;"><thead><tr><th></th><th style="text-align: center;"><u>Occasional</u></th><th style="text-align: center;"><u>Frequent</u></th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">[x]</td><td style="text-align: center;">[]</td></tr><tr><td>Other Agencies</td><td style="text-align: center;">[x]</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;">[]</td><td style="text-align: center;">[x]</td></tr><tr><td>Other (Specify)</td><td style="text-align: center;">[x]</td><td style="text-align: center;">[]</td></tr></tbody></table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[x]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Other (Specify)	[x]	[]	19. WORKING CONDITION <table style="width: 100%;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[x]</td></tr><tr><td>Field Work</td><td style="text-align: center;">[]</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></tbody></table>	Normal Working Condition	[x]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. Feb. 1, 1999 Date <div style="text-align: right; margin-top: 10px;">NELITA P. CUYOS Signature of Employee</div>																													
21. Describe briefly the general function of the Unit or Section. Research on vegetables especially tomatoes for the national testing of Solanaceous crops.																													
22. Describe briefly the general function of the position. Responsible in the care, maintenance of the study, gather and compile data, make and submit reports when needed.																													
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: BSA graduate with area of specialization plus other requirements per Q.S. of the College. Experience: none required																													
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; margin-top: 20px;"><div>Date</div><div>ELIZABETH D. BRIONES Signature and Title of Immediate Supervisor</div></div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div>Date</div><div>SAMUEL S. GO Head of Agency</div></div>																													