

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE			
BC-CSC FORM NO. 1		POGOSA		JIMMY	
(Position Description form)		(Family Name)		(Given Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE			
LEYTE STATE UNIVERSITY		ITE			
4. DEPARTMENT/BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK			
ITE		BAYBAY, LEYTE			
6A. PRES. APPROP. BOARD RES./ORD. NO. ITEM		6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM		7A. SALARY AUTHORIZED ACTUAL	
				P 6,522.00	
				PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING OR PROPOSED TITLE			
SCIENCE AIDE		SCIENCE AIDE			
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATIONAL GROUP TITLE (Leave blank)			
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS CLASS					
MUNICIPALITY / /		CITY / /		PROVINCE / /	
1 ST		2 ND		3 RD	
4 TH		5 TH		6 TH	
/ /		/ /		/ /	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).					
Percent of Working Time					
30%	Conduct research activities of drying and storage of abaca fibers.				
30%	Prepare technical drawings as village level abaca processing center.				
30%	Supervise the construction of the village level abaca processing center and its operation.				
10%	Prepare project reports.				

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Study Leader	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director
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17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK
Computer, calculator, drawing instruments, and etc.

17. CONTACTS	Occasional	Frequent	18. WORKING CONDITIONS	
General Public	X		Normal Working Condition	X
Other Agencies	X		Field work	X
Supervisor		X	Field Trips	X
Management		X	Exposed to Varied Weather	X
Other (Specify)			Other (Specify)	

19. I CERTIFY that the above answers are accurate and complete.
January 5, 2005
Date
JIMMY O. POGOSA
Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

20. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION
To conduct research extension activities on all aspects of drying and storage of abaca for the benefit of Visayan Farmers.

21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION.
To do research on drying and storage of abaca fiber, prepare technical drawings and supervise the construction of the village level processing center.

22. 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 incumbent. This item should be filled for all position other than teaching.
Education : BS DEGREE with specific area of specialization plus other requirements.
Experience: Not required

23. LICENSE OR CERTIFICATE REQUIRED TO DO THIS WORK, IF ANY.
Not required

23b. I HEREBY CERTIFY that the above answers are accurate and complete.
ROBERTO C. GUARTE
Signature and Title of Immediate Supervisor

25. APPROVED
PACIENCIA P. MILAN