

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BELMONTE DEMETRIO, JR. VALDEZ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Leyte State University Visayas State College of Agriculture		3. BUREAU OR OFFICE Leyte State University	
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OR WORK Baybay, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P45,132.00 for 6 mos. 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Science Aide		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		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 attach additional sheets.

Percent of Working Time	DUTIES
50%	1. To help in the establishment and conduct of gabi experiment particularly that of the project;
40%	2. To collect data and other necessary information from the experiment; and
10%	3. To do other related tasks that may be assigned to him by the study leader.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Associate Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Center, Director

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) list only by their item nos. and titles)

none

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work

Weighing scale, calculator, data sheets, etc.

18. CONTRACT

General Public

Other Agencies

Supervisors

Management

Others (Specify)

Occasional

Frequent

[]

[]

[]

[]

[]

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to Varied Weather

Others (Specify)

[]

[]

[]

[]

[]

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

May 20, 2003

Date

DEMETRIO V. BELMONTE, JR.

Signature of Employees

21. Describe briefly the general function of the Unit or Section.

Spearhead in the production of root crops.

22. Describe briefly the general function of the position.

Assist and help in the implementation of the PRCRTC Proj. 140

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: Completion of two-year college work.

Experience: none

23b. Licenses or certificates required to do this work, if any.

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

20 May 2003

Date

DILBERTO O. FERRAREN - Assoc. Professor

Signature and Title of Immediate Supervisor

APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency