

REPUBLIC OF THE PHILIPPINES BC-CSC FORM NO. 1 (Position Description form)		1. NAME OF EMPLOYEE			
		VESTRA		JEREMIAS	
		(Family Name)		(Given Name)	
				S.	
				(Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE NCRC-V			
4. DEPARTMENT/BRANCH/DIVISION NCRC-V		5. WORK STATION/PLACE OF WORK BAYBAY, LEYTE			
6A. PRES. APPROP. BOARD RES./ ORD. NO. ITEM		6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM		7A. SALARY AUTHORIZED ACTUAL	
				P 9,318.00	
				PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION SCIENCE RESEARCH ASSISTANT		9. WORKING OR PROPOSED TITLE SCIENCE RESEARCH ASSISTANT			
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					
50%	To do pollination works				
25%	To supervise field activities/data gathering				
25%	To compute data				
10%	To assist the study leader in progress report preparation				
10%	To do other jobs that maybe assigned by the study leader or				
	NCRC-V Director				

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Study Leader</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Center Director</p>
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17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK

Calculator, meter stick, weighing scale and etc.

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

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

11/15/2015

Date

JEREMIAS S. VESTRA
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 coconut for the benefit of Visayan Farmers.

21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION.

To carry out the objectives of the study

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.

Date

TESSIE C. NUNEZ
Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN
Head of Agency