

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE					
BC-CSC FORM NO. 1		<b>VESTRA</b>		<b>JEREMIAS</b>		<b>S.</b>	
(Position Description form)		(Family Name)		(Given Name)		(Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE					
<b>LEYTE STATE UNIVERSITY</b>		<b>NCRC-V</b>					
4. DEPARTMENT/BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK					
<b>NCRC-V</b>		<b>BAYBAY, LEYTE</b>					
6A. PRES. APPROP. BOARD RES./ ORD. NO. ITEM		6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM		7A. SALARY AUTHORIZED ACTUAL		7B. OTHER <b>PERA, ACA and ADDITIONAL COMPENSATION ALLOWANCE</b>	
				<b>P 10,250.00</b>			
8. OFFICIAL DESIGNATION OF POSITION				9. WORKING OR PROPOSED TITLE			
<b>SCIENCE RESEARCH ASSISTANT</b>				<b>SCIENCE RESEARCH ASSISTANT</b>			
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 / /			
<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>	<b>4<sup>TH</sup></b>	<b>5<sup>TH</sup></b>	<b>6<sup>TH</sup></b>		
/ /	/ /	/ /	/ /	/ /	/ /		
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).							
Percent of Working Time							
<b>50%</b>	<b>To do pollination works</b>						
<b>25%</b>	<b>To supervise field activities/data gathering</b>						
<b>25%</b>	<b>To compute data</b>						
<b>10%</b>	<b>To assist the study leader inn progress report preparation</b>						
<b>10%</b>	<b>To do other jobs that maybe assigned by the study leader or</b>						
	<b>NCRC-V Director</b>						

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

**Study Leader**

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

**Center Director**

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK

**Calculator, meter stick, weighing scale and etc.**

17. CONTACTS

Occasional

Frequent

General Public

**X**

Other Agencies

**X**

Supervisor

**X**

Management

**X**

Other (Specify)

18. WORKING CONDITIONS

Normal Working Condition

Field work

**X**

Field Trips

Exposed to Varied Weather

**X**

Other (Specify)

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

12-05-2007

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

**APPROVED**

Date

**JOSE L. BACUSMO**

Head of Agency