

REPUBLIC OF THEPHILIPPINES		1. NAME OF EMPLOYEE					
BC-CSC FORM NO. 1		LEORNA		MARISEL		A.	
(Position Description form)		(Family Name)		(Given Name)		(Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE					
VISAYAS STATE UNIVERSITY		NCRC-V					
4. DEPARTMENT/BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK					
NCRC-V		BAYBAYCITY, LEYTE					
6A. PRES. APPROP. BOARD RES./ ORD. NO. ITEM VISCAB- INST3-17-2001		6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM VISCAB- INST3-17-2001		7A. SALARY AUTHORIZED ACTUAL 276,528.00/annum		7B. OTHER PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION				9. WORKING OR PROPOSED TITLE			
Instructor III				Instructor III			
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 <sup>ST</sup>		2 <sup>ND</sup>		3 <sup>RD</sup>		4 <sup>TH</sup>	
5 <sup>TH</sup>		6 <sup>TH</sup>					
/ /		/ /		/ /		/ /	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).							
Percent of Working Time							
75%		Takes charge of the RD & E activities on coconut for food product utilization					
20%		Handles academic course at the Dept. of Food Science and Technology					
5%		Does other activities assigned by the immediate supervisor related to the expertise					

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Center Director</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>Vice President for RDE</b>	
26. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK <b>Cooking set, oven, blender, incubator, dryer, computer with printer, LCD, OHP, scanner &amp; camera</b>			
17. CONTACTS		18. WORKING CONDITIONS	
	Occasional	Frequent	
General Public	<b>X</b>		Normal Working Condition <b>X</b>
Other Agencies	<b>X</b>		Field work <b>X</b>
Supervisor		<b>X</b>	Field Trips
Management		<b>X</b>	Exposed to Varied Weather <b>X</b>
Other (Specify)			Other (Specify)
19. I CERTIFY that the above answers are accurate and complete.			
5/16/2013 Date		MARISEL A. LEORNA 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 <b>To conduct research and extension activities on all aspects of coconut for the benefit of Visayan Farmers of the region.</b>			
21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION. <b>Plan and implement research and extension activities on coconut technologies for food and other NCRC-V activities.</b>			
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. <b>Education : Master of Science in Food Science and Technology</b> <b>Experience : 7 years</b>			
23. LICENSE OR CERTIFICATE REQUIRED TO DO THIS WORK, IF ANY. <b>Not required</b>			
23b. I HEREBY CERTIFY that the above answers are accurate and complete..			
Date		MA. JULIET C. CENIZA Signature and Title of Immediate Supervisor	
31. APPROVED			
Date		JOSE L. BACUSMO Head of Agency	