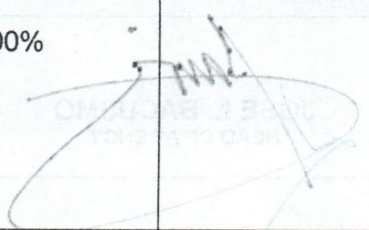


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1  <b>(POSITION DESCRIPTION FORM)</b>		1. NAME OF EMPLOYEE <b>POGOSA JIMMY OQUIAS</b> (Family Name) (Given Name) (Middle Name)							
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT  <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE							
4. DEPT./BRANCH/DIVISION  <b>INSTITUTE OF TROPICAL ECOLOGY &amp;          ENVIRONMENTAL MANAGEMENT</b>		5. WORK STATION/PLACE OF WORK  <b>VISCA, BAYBAY CITY, LEYTE</b>							
6a. PRES. APPRO. ACT/	6b. PREV. APPRO ACT/	7a. SALARY P.A.: <b>P 155,052.00</b>							
BOARD RES/ ORD. NO.	BOARD RES/ ITEM NO. <b>VISCAB-AGT1-1-2002</b>	7b. OTHER COMPENSATION: <b>PERA/ACA</b> <b>P24,000.00 (P.A.)</b>							
8. OFFICIAL DESIGNATION OF POSITION  <b>AGRICULTURAL TECHNICIAN I</b>		9. WORKING PROPOSED TITLE							
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE  <i>(leave blank)</i>							
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <table border="0" style="width: 100%;"> <tr> <td>MUNICIPALITY [ ]</td> <td>CITY [ ]</td> <td>PROVINCE [ ]</td> </tr> <tr> <td>1<sup>ST</sup> [ ] 2<sup>ND</sup> [ ]</td> <td>3<sup>RD</sup> [ ] 4<sup>TH</sup> [ ]</td> <td>5<sup>TH</sup> [ ] 6<sup>TH</sup> [ ]</td> </tr> </table>				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> [ ]
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		DUTIES							
25%		Monitor and evaluate the existing Rainforestation farm, ITEEM nursery and Eco-park.							
25%		Serve as resource person on Rainforestation trainings as requested by various clients and collaborators.							
25%		Conduct research to support the implementation of Rainforestation technology in other provinces of the Philippines.							
15%		Facilitate and monitor the production of indigenous and critically endangered plants.							
5%		Assist and facilitate in the community engagement projects implemented by the ITEEM.							
5%		Assist and facilitate in the laboratory exercises of the BS in Environmental Management and MS in Tropical Ecology program of the ITEEM.							
100%									



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

**DIRECTOR, INSTITUTE OF TROPICAL ECOLOGY**

15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR

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

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

**BALLPEN, PENCIL, DESKTOP/LAPTOP COMPUTER & PRINTER, WHITEBOARD & PENS, LCD PROJECTOR & FARM TOOLS**

18. CONTACT

Occasional

Frequent

General Public

[ ☒ ]

[     ]

Other Agencies

[ ☒ ]

[     ]

Supervisors

[     ]

[ ☒ ]

Management

[     ]

[ ☒ ]

Others (Specify)

[     ]

[     ]

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.

DATE

**JIMMY O. POGOSA**  
SIGNATURE OF EMPLOYEE

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

**Attainment of the well-being of the people in the Visayas through effective and highly developed resources and the generation, dissemination and application of relevant knowledge and technology in tropical ecology.**

22. Describe briefly the general function of the position.

**To responsibly serve as Agricultural Technician I for the Institute and the University.**

23. 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 years studies in college

Experience:

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

**CSC Sub Prof- 1st level elig.**

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

DATE

**HUMBERTO R. MONTES, JR.**  
SIGNATURE & TITLE OF IMMEDIATE SUPERVISOR

26. APPROVED

DATE

**JOSE L. BACUSMO**  
HEAD OF AGENCY