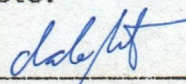
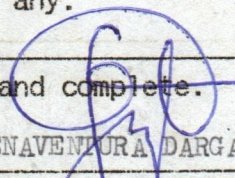
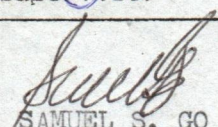


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LORETO, DALE PICAL (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE DAAM/CIRDUP	
4. DEPT./BRANCH/DIVISION Dept. of Ag. Eng'g. & Applied Mathematics		5. WORK STATION/PLACE OF WORK VISCA, 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.: 7b. OTHER COMPENSATION: ACA/PERA	
8. OFFICIAL DESIGNATION OF POSITION Research Science Aide		9. WORKING PROPOSED TITLE Science Aide	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLERK GOVERNMENT 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 attached additional sheets.			
Percent of Working Time :		DUTIES	
		1. To assist in the development of data collection instruments and their translation into the appropriate language or dialect. 2. To conduct interviews and collect and process primary and secondary data. 3. To assist encoding and in the analysis of the data. 4. To prepare project reports. 5. To perform other tasks that may be assigned by the research leader during the implementation.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	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.																			
18. CONTRACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete.																			
<u>2/4/99</u> Date	 Signature of Employee																		
21. Describe briefly the general function of the Unit or Section.																			
TO CONDUCT COMPREHENSIVE IRRIGATION RESEARCH + DEVELOPMENT UMBRELLA PROGRAM (CIRDUP)																			
22. Describe briefly the general function of the position.																			
ASSIST IN THE CONDUCT OF STUDY + PROJECT 4 (CIRDUP)																			
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: Experience:																			
23b. Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.																			
<u> </u> Date	 BUENAVENTURA DARGANTES Signature and title of Immediate Supervisor																		
25. APPROVED:																			
<u> </u> Date	 SAMUEL S. GO Head of Agency																		