

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE PEQUE ELIZABETH COTEJO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Dept. of Horticulture	
4. DEPT./BRANCH/DIVISION Horticulture		5. WORK STATION/PLACE OF WORK Dept. of Horticulture	
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: P24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Agricultural Technician I		9. WORKING PROPOSED TITLE Agricultural Technician I	
10. WAPCO CLASSIFICATION OF THIS POSITION Agricultural Technician I		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL 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			
70% Propagation of planting materials of different fruit trees. 10% Attending to walk-in customers to the Fruit/Plant Nursery Project. 10% Making and submission of reports 10% Supervise laborers and other routine works that maybe assigned.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Project In-charge/Asst. Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

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

Pelix Vilbar, Isidro Layola, Louie Monrada

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
computer, typewriter, pens, chalk, hole, etc.

18. CONTRACT

Occasional Frequent

General Public

[X]

[]

Other Agencies

[]

[]

Supervisors

[]

[]

Management

[]

[]

Other (Specify)

[]

[]

19. WORKING CONDITION

Normal Working Condition

[X]

Field Work

[]

Field Trips

[]

Exposed to Varied Weather

[]

Others (Specify)

[]

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

Date

ELIZABETH C. PEQUE

Signature of Employee

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

Propagation of different fruit trees for research, instruction, extension and production purposes

22. Describe briefly the general function of the position.

Propagation of different horticultural crops for instruction, research, extension and production purposes.

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: 2 years college education plus other requirements per QS of the University

Experience: none required

23b. Licenses or certificates required to do this work, if any.

none

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

Date

ROSARIO A. SALAS

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency