

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1 NAME OF EMPLOYEE OCON FELIX LLEVE (Family Name) (Given Name) (Middle Name)															
2 DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3 BUREAU OR OFFICE VISAYAS STATE UNIVERSITY															
4 DEPT./BRANCH/DIVISION		5 WORK STATION/PLACE OF WORK VSU, Baybay City, Leyte															
6a. PRES. APPROP ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a SALARY P.A. 7b OTHER COMPENSATION															
8 OFFICIAL DESIGNATION OF POSITION Science Research Assistant		9 WORKING PROPOSED TITLE Science Research Assistant															
10 WAPCO CLASSIFICATION OF THIS POSITION		11 OCCUPATION GROUP TITLE (Leave Blank)															
12 FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-around;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>																	
13 STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed. Please attached additional sheets. <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Percent of Working Time</th> <th style="width: 90%;">DUTIES:</th> </tr> </thead> <tbody> <tr> <td>20%</td> <td>Collects/recollects abaca accessions in different abaca producing areas in the Philippines for in vitro conservation and planting of newly collected abaca accessions for quarantine purposes</td> </tr> <tr> <td>30%</td> <td>Characterizes the gross morphology of abaca germplasm collection as to their vegetative, inflorescence and fruit/seed parameters</td> </tr> <tr> <td>20%</td> <td>Maintains/re-established the abaca germplasm collection and disease monitoring</td> </tr> <tr> <td>15%</td> <td>Establishes abaca germplasm database which includes passport, morphological and fiber characters and yield</td> </tr> <tr> <td>10%</td> <td>Analyzes data (cluster analysis), photodocumentation of abaca accessions and making of reports</td> </tr> <tr> <td>5%</td> <td>Others: supervise laborers, assists in abaca nursery visits, exhibits display at NARC and OVPRE and other duties assigned by the immediate supervisor/director</td> </tr> </tbody> </table>				Percent of Working Time	DUTIES:	20%	Collects/recollects abaca accessions in different abaca producing areas in the Philippines for in vitro conservation and planting of newly collected abaca accessions for quarantine purposes	30%	Characterizes the gross morphology of abaca germplasm collection as to their vegetative, inflorescence and fruit/seed parameters	20%	Maintains/re-established the abaca germplasm collection and disease monitoring	15%	Establishes abaca germplasm database which includes passport, morphological and fiber characters and yield	10%	Analyzes data (cluster analysis), photodocumentation of abaca accessions and making of reports	5%	Others: supervise laborers, assists in abaca nursery visits, exhibits display at NARC and OVPRE and other duties assigned by the immediate supervisor/director
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Study Leader

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director, NARC

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

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

18. CONTACT

Occasional Frequent

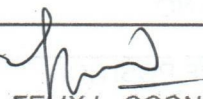
General Public	<u>.X</u>
Other Agencies	<u>X</u>
Supervisors	<u>X</u>
Management	<u>X</u>
Others (specify)	<u></u>

19. WORKING CONDITION

Normal Working Condition	<u>X</u>
Field Work	<u>X</u>
Field Trips	<u>X</u>
Exposed to varied weather	<u>X</u>
Other (specify) travels	<u></u>

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

1/7/14
Date


FELIX L. OCON
Signature of Employee

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

to conduct research and extension services on all aspects of abaca

22. Describe briefly the general function of the position

to do research work.

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 qualification of the present incumbent. This item should be filled for all positions other than teaching).

Education: Bachelors's degree in the area of specialization

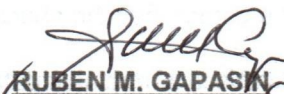
Experiences: not required

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

BS in Agriculture

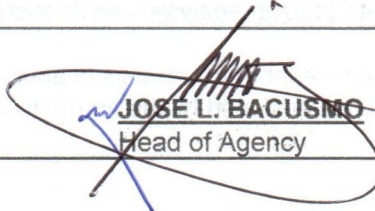
24. I hereby certify that the above answers are accurate and complete.

Date


RUBEN M. GAPASIN
Director, NARC
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


JOSE L. BACUSMO
Head of Agency