

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="border-bottom: 1px solid black; padding: 2px;"> BELMONTE DEMETRIO, JR. V. </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center;">Leyte State University</div>		3. BUREAU OR OFFICE <div style="text-align: center;">Leyte State University</div>	
4. DEPT./BRANCH/DIVISION <div style="text-align: center;">PhilRootcrops</div>		5. WORK STATION/PLACE OF WORK <div style="text-align: center;">Baybay, Leyte</div>	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: <div style="text-align: center; font-weight: bold;">P39,132.00 for 6 mos.</div> 7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OR POSITION <div style="text-align: center; font-weight: bold;">Science Aide</div>		9. WORKING PROPOSED TITLE	
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;"> <div>MUNICIPALITY []</div> <div>CITY []</div> <div>PROVINCE []</div> </div> <div style="display: flex; justify-content: space-around; font-size: small; margin-top: 5px;"> 1st 2nd 3rd 4th 5th 6th </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
DUTIES			
Percent of Working Time :	<div style="border-left: 1px dotted black; padding-left: 10px;"> <div style="margin-bottom: 10px;"> 50% 1. To help in the establishment and conduct of gabi experiment particularly that of the project; </div> <div style="margin-bottom: 10px;"> 40% 2. To collect data and other necessary information from the experiment; and </div> <div> 10% 3. To do other related tasks that may be assigned by the study leader. </div> </div>		

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Asst. Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Center Director

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

none

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

Weighing scale, calculator, data sheets, etc.

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

DEMETRIO V. BELMONTE, JR.

Signature of Employee

Date

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

Spearhead in the production of root crops.

22. Describe briefly the general function of the position.

Assist and help in the implementation of the PRORTC Proj. 140.

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: **Completion of two years college work.**

Experience: **none**

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

none

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

12/08/03

Date

DILBERTO O. FERRAREN - Asst. Professor

Signature and Title of Immediate Supervisor

APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency