

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> <b>LORETO DALE P.</b> <small>(Family Name) (Given Name) (Middle Name)</small>	
<b>2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  <b>Leyte State University</b>		<b>3. BUREAU OR OFFICE</b>  <b>Leyte State University</b>	
<b>6. DEPT./BRANCH/DIVISION</b> <b>PhilRootcrops</b>		<b>7. WORK STATION/PLACE OF WORK</b> <b>Baybay, Leyte</b>	
<b>6a. PRES. APPRO</b> <b>ACT/</b> <b>BOARD RES/</b> <b>ORD. NO.</b> <b>ITEM NO.</b>	<b>6b. PREV. APPRO</b> <b>ACT/</b> <b>BOARD RES/</b> <b>ORD. NO.</b> <b>ITEM NO.</b>	<b>7a. SALARY P.A.:</b> <b>P 55,908.00 for 6 mos.</b>  <b>7b. OTHER COMPENSATION</b>	
<b>9. OFFICIAL DESIGNATION OR POSITION</b>  <b>Science Research Assistant</b>		<b>10. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>13. OCCUPATION GROUP TITLE</b> <b>(leave blank)</b>	
<b>14. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS</b> <b>MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]</b>  <b>1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup></b>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>			
<b>Percent of Working Time :</b>		<b>DUTIES</b>	
50%	a) To maintain the PhilRootcrops computer units and other computer related equipment;		
40%	b) To do programming work for computerization of the Center as well as establishment and maintenance of database for PhilRootcrops; and		
10%	c) To do other jobs that may be assigned by the direct supervisor and the Center Director.		



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Associate Professor II

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Center Director

17. 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.

Computer, pens, rulers, 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)

[ ]

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

6/1/04

Date

DALE P. LORETO

Signature of Employee

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

Conduct root crop research and extension activities.

6. Describe briefly the general function of the position.

To do computer-related works in support of the PhilRootcrops activities.

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: A BS with specific area of specialization plus other requirements per QS of the University.

Experience: none

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

none

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

6/2/04

Date

ALAN B. LORETO Assoc. Prof. II

Signature and Title of Immediate Supervisor

APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency