

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

1. NAME OF EMPLOYEE

OCON

FELIX

LLEVE

(POSITION DESCRIPTION FORM)

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

National Abaca Research Center

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT/

BOARD RES/

ORD. NO.

ITEM NO. Lump Sum

6b. PREV. APPROP. ACT/

BOARD RES/

ORD. NO.

ITEM NO. Lump Sum

7a. SALARY P.A.

AUTHORIZED

ACTUAL

P 9,318.00

7b. OTHER COMPENSATION

P 500/mo. ACA & PERA

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

MUNICIPALITY

CITY

PROVINCE

1st

2nd

3rd

4th

5th

6th

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES:

50 %

to supervise laborers and implement research study

40 %

to collect and analyze data and prepare research reports

10 %

to performs other research related activities and responsibilities as directed by the immediate supervisor

100 %

PACIFICIA P. MILAN

President

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Study Leader

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Professor/Director

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. CONTACT

19. WORKING CONDITION

	Occasional	Frequent
General Public	x	
Other agencies	x	
Supervisors		x
Management		x
Others (specify)		

Normal Working Condition	x
Field Work	x
Field Trips	x
Exposed to varied weather	x
Other (specify) travels	

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

6/25/02

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: BS degree with relevant 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.

6/26/02

Date

LUZ C. MORENO

Study Leader

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIENCIA P. MILAN

President

Head of Agency