

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE NORIEL EDIESER A. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Leyte State University Visayas State College of Agriculture		3. BUREAU OR OFFICE Leyte State University	
4. DEPT./BRANCH/DIVISION PhilRooterops		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.			
8. OFFICIAL DESIGNATION OF POSITION Science Research Assistant		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		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 attach additional sheets.

Percent of
Working Time

DUTIES

- | | |
|-----|---|
| 60% | To help in the maintenance, evaluation, characterization of the genebank; |
| 15% | To help in the collection of yambean, arrowroot and other rootcrops; |
| 15% | To help in the establishment of germplasm of yambean, arrowroot and other root crops; |
| 9% | To help in making initial report of the project; and |
| 1% | To do other duties assigned by the supervisor. |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor VII

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)

Reynaldo Bardos - laborer
Martino Tajores - laborer

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

office, laboratory and field equipments

18. CONTRACT

	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.

12/23/02

Date

EDIESER A. NORIEL

Signature of Employees

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

Varietal improvement

22. Describe briefly the general function of the position.

To assist in the 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 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

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

12/23/02

Date

ROLINDA T. SANICO - Professor VI

Signature and Title of Immediate Supervisor

APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency