

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

1. NAME OF EMPLOYEE

VALIDA ALBERTO FERRER

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

3. BUREAU OR OFFICE  
National Abaca Research Center

5. WORK STATION/PLACE OF WORK

LSU, Baybay, 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

ALBERTO F. VALIDA

Signature of employee

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:

60% To conduct research on abaca improvement

20% To prepare proposals for submission to funding agencies

10% To assist in the preparation of regional and national R and D programs on abaca improvement and management

10% To perform other related activities connected with the study and other responsibilities as directed by the immediate supervisor

Signature and Title of Immediate Supervisor

PACIFICIA P. MILAN

Head of Agency

25. APPROVED

Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Professor/Director ODREX

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

General Public  
Other agencies  
Supervisors  
Management  
Others (specify)

Occasional Frequent  
X  
X  
X  
X

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

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

Date

ALBERTO F. VALIDA  
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: Bachelor'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

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN  
Head of Agency