

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> LORETO DALE P. </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 Leyte State University		3. BUREAU OR OFFICE Leyte State University	
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: ₱55,908.00 (6 mos.) 7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OR POSITION Science Res. Asst.		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 MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around; font-size: small;"> 1st 2nd 3rd 4th 5th 6th </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time :		DUTIES	
50%	1. To maintain the PhilRootcrops computer units and other computer related equipment;		
40%	2. To do programming work for computerization of the Center as well as establishment and maintenance of database for PhilRootcrops; and		
10%	3. To do other jobs that may be assigned by the direct supervisor and the Center Director.		

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Associate 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.

Computer, printer, AVR, 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

12-04-03

Date

DALE P. LORETO

Signature of Employee

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

Conducts root crop research and extension activities

22. 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 degree 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

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

A.M. MARISCAL - Professor/Center Director

Signature and Title of Immediate Supervisor

Date

APPROVED:

PACIENCIA P. MILAN

Head of Agency

Date