REPUBLIC OF THEPHILIPPINES			1. NAME OF EMPLOYEE					
BC-CSC FORM NO. 1			VESTRA	JEREMIAS				
(Position Description form)			ily Name)	(Given Name)	(Middle Name)			
2. DEPARTM	MENT, CORPORATION OR	3. BUREAU OR OFFICE						
AGENCY/LOCAL GOVERNMENT								
LEYTE STATE UNIVERSITY		NCRC-V						
4. DEPARTMENT/BRANCH/DIVISION			5. WORK STATION/PLACE OF WORK					
NCRC-V			BAYBAY, LEYTE					
CL PPPO LI	ODDOD (D. DDEV ADDOOD	)	7A. SALAR	V	7B. OTHER			
6A. PRES. APPROP.  BOARD RES./  BOARD RES./  ACT/BOARD R				ORIZED	ib. Official			
Bornes reserve			ACTU	1				
ORD. NO. ORD. NO. ITEM			71010					
ITEM ITEM			P 9,318.00		PERA/ACA			
8. OFFICIAL DESIGNATION OF POSITION			9. WORKING OR PROPOSED TITLE					
,								
SCIEN	ICE RESEARCH ASSISTANT		SCIENCE RESEARCH ASSISTANT					
10 WARCO	CLASSIFICATION OF THIS		11. OCCUPATIONAL GROUP TITLE (Leave blank)					
POSITIO			11. Occommend died of fine					
rosirio.								
12 FOR LO	CAL GOVERNMENT POSITION	I. CHE	ECK GOVER	NMENT UNIT AN	ND UNITS CLASS			
	CIPALITY / /	CIT	CITY / / PROVINCE / /					
$\frac{1^{ST}}{1^{ST}} \frac{2^{ND}}{2^{ND}} 3^{RD}$			4 <sup>TH</sup> 5 <sup>TH</sup>		6TH			
			/ /	/ /	/ /			
13 STATEN	MENT OF DUTIES AND RESPON	NSIBI	LITIES. (If r	nore space is neede	ed, please attach additional			
sheets).								
Percent of								
Working								
Time								
11110								
50%	To do pollination works		3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3					
25%	To supervise field activities/data gathering							
25%	To compute data							
10%	To assist the study leader inn progress report preparation							
10%	To do other jobs that maybe assigned by the study leader or							
	NCRC-V Director			Perl	4-2			
		1						

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14. POSITION TIT	LE OF IMMEDIAT	E	15. POSITION TITLE OF NEXT HIGHER				
SUPERVISOR			SUPERVISOR				
Study	Leader		Center Director				
17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK							
Calculator, meter stick, weighing scale and etc.							
,		ŕ	, 3				
17. CONTACTS			18. WORKING CONDITION	NS			
	Occasional	Frequent					
General Public	X	1	Normal Working Condition				
Other Agencies	X		Field work	X			
Supervisor		X	Field Trips				
Management		X	Exposed to Varied Weather	X			
Other (Specify)		- 12	Other (Specify)				
	the above answers	re accurate ar		/ . )			
19. I CERTIFY that the above answers are accurate and complete.							
Ja	ne 1. 2001		JEREMIAS S. VESTRA				
	Date 1, 2014		Signature of E				
	TO BE EIL I	ED LID OLLT I					
20 DESCRIBE DR	TO BE FILLED UP OUT BY IMMEDIATESUPERVISOR)  20. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION						
20. DESCRIBE DR	IEFLY THE GENE	KAL FUNCTI	ON OF THE POSITION OF THE	E UNIT OR SECTION			
To conduct research extension activities on all aspects of coconut for the benefit of Visayan Farmers.							
or visayan	rarmers.						
21 DESCRIPE DR	IEELV THE CENE	DAI EUNICTI	ONE OF THE DOCITION				
21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION.							
To carry out the objectives of the study							
22. Indicate the requ	uired qualification b	y years and k	ind of education considered in f	illing up a vacancy of this			
position. (Keep the position in mind rather than the qualification of the incumbent. This item should be filled							
for all position other than teaching.							
Education: BS DEGREE with specific area of specialization plus other requirements.							
Experience: Not required							
Zaperionee. The required							
23. LICENSE OR CERTIFICATE REQUIRED TO DO THIS WORK, IF ANY.							
Not required							
23b. I HEREBY CERTIFY that the above answers are accurate and complete.							
June 1 2004 TESSIE C. NYNEZ							
	June 1 2004		TESSIÈ C	. NUNEZ			
	O Date		Signature and Title of				
25. APPROVED			h,	1			
1				D MILLAN			
,	Date PACIENCIA P. MILAN Head of Agency						
,	Date		Head of	Agency			