

REPUBLIC OF THE PHILIPPINES <b>BC-CSC Form No. 1</b> (Position Description Form)		1. NAME OF EMPLOYEE  <div style="display: flex; justify-content: space-between;"> <span>RESOS</span> <span>JULIEN</span> <span>A.</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT  Visayas State University		3. BUREAU OR OFFICE  Visayas 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.: ₱ 63,649.20 for 5 months & 11 days  7b. OTHER COMPENSATION PERA & ACA – P2,000.00/mo.	
8. OFFICIAL DESIGNATION OR 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 GOVERNEMNT UNTI AND UNIT'S CLASS MUNICIPALITY {    }                  CITY {    }                  PROVINCE {    } <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1<sup>st</sup></span> <span>2<sup>nd</sup></span> <span>3<sup>rd</sup></span> <span>4<sup>th</sup></span> <span>5<sup>th</sup></span> <span>6<sup>th</sup></span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time :			
<b>D U T I E S</b>			
30%	a. To assist in the field maintenance of PhilRootcrops gabi and minor rootcrops germplasm and assist in the collection of additional accessions of gabi, takudo, sincamas and arrowroot;		
20%	b. To assist in the conduct of experiments related to rootcrops germplasm conservation, and the evaluation and characterization of gabi and minor roocropps germplasm;		
20%	c. To make report and assist in the preparation of reports and presentation by the project leader; and		
20%	d. Assist in the hybridization/breeding and progeny evaluation of gabi;		
10%	e. To do other task that the project leader and Center Director may assign.		



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Asso. 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.  
Weighing scale, calculator, data sheets, 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

July 21, 2009

Date

JULIEN A. RESOS

Signature of Employee

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

Research and development of hybrid taro, sinkamas and conservation of genetic resources.

22. Describe briefly the general function of the position.

Research and conservation of sinkamas and taro genetic resources

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

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

22 July 2009

Date

DILBERTO O. FERRAREN - Asso. Prof.

Signature and Title of Immediate Supervisor

APPROVED:

Date

JOSE L. BACUSMO

Head of Agency