

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

OCON

FELIX

LLEVE

(Family Name)

(Given Name)

(Middle Name)

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

3. BUREAU OR OFFICE

National Abaca Research Center

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

LSU, Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

ACT/ ☒

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ORRD. NO.

ITEM 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

11. OCCUPATION GROUP TITLE

(Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASSIFICATION

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:

50 %

to supervise laborers and implement research study

40 %

to collect and analyze data and prepare research reports

10 %

to perform other research related activities and responsibilities as directed by the immediate supervisor

100 %



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Study Leader

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

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7), list only by their item nos. and titles).  
Laborers

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

18. CONTACT

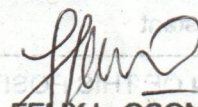
19. WORKING CONDITION

	Occasional	Frequent
General Public	<u>X</u>	
Other agencies		<u>X</u>
Supervisors		<u>X</u>
Management		<u>X</u>
Others (specify)		

Normal Working Condition	<u>X</u>
Field Work	<u>X</u>
Field Trips	<u>X</u>
Exposed to varied weather	<u>X</u>
Other (specify) travels	

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

6/22/04  
Date

  
FELIX L. OCON  
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

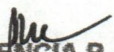
24. I hereby certify that the above answers are accurate and complete.

                      
Date

  
LUZ O. MORENO  
Director, NARC  
Signature and Title of Immediate Supervisor

25. APPROVED:

                      
Date

  
PACIENCIA P. MILAN  
President  
Head of Agency