

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE					
BC-CSC FORM NO. 1		VESTRA		JEREMIAS		S.	
(Position Description form)		(Family Name)		(Given Name)		(Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE NCRC-V					
4. DEPARTMENT/BRANCH/DIVISION NCRC-V		5. WORK STATION/PLACE OF WORK BAYBAY, LEYTE					
6A. PRES. APPROP. BOARD RES./ ORD. NO. ITEM		6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM		7A. SALARY AUTHORIZED ACTUAL P 11,275.00		7B. OTHER PERA, ACA and ADDITIONAL COMPENSATION ALLOWANCE	
8. OFFICIAL DESIGNATION OF POSITION SCIENCE RESEARCH ASSISTANT				9. WORKING OR PROPOSED TITLE SCIENCE RESEARCH ASSISTANT			
10. WAPCO CLASSIFICATION OF THIS POSITION				11. OCCUPATIONAL GROUP TITLE (Leave blank)			
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS 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							
50%	To do pollination works						
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						

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Study Leader

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Center Director

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK

Calculator, meter stick, weighing scale and etc.

17. CONTACTS

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisor

X

Management

X

Other (Specify)

18. WORKING CONDITIONS

Normal Working Condition

Field work

X

Field Trips

Exposed to Varied Weather

X

Other (Specify)

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

1/5/2009

Date

JEREMIAS S. VESTRA

Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

20. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION

To conduct research extension activities on all aspects of coconut for the benefit of Visayan Farmers.

21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION.

To carry out the objectives of the study

22. Indicate the required qualification by years and kind of education considered in filling 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

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.

Date

TESSIE C. NUNEZ

Signature and Title of Immediate Supervisor

APPROVED

Date

JOSE L. BACUSMO

Head of Agency