

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC FORM NO. 1		<b>LEORNA</b> <b>MARISEL</b> <b>A.</b> (Position Description form)      (Family Name)      (Given Name)      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
<b>VISAYAS STATE UNIVERSITY</b>		<b>NCRC-V</b>	
4. DEPARTMENT/BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
<b>NCRC-V</b>		<b>BAYBAYCITY, LEYTE</b>	
6A. PRES. APPROP. BOARD RES./ ORD. NO. ITEM <b>VISCAB-AP1-11-2014</b>	6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM <b>VISCAB-AP1-11-2014</b>	7A. SALARY AUTHORIZED ACTUAL <b>298,644.00/annum</b>	7B. OTHER <b>PERA/ACA</b>
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING OR PROPOSED TITLE	
<b>Asst. Prof. I</b>		<b>Asst. Prof. I</b>	
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 / /	
1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
/ /	/ /	/ /	/ /
PROVINCE / /			
5 <sup>TH</sup> 6 <sup>TH</sup>			
/ /                      / /			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).			
Percent of Working Time			
75%	Takes charge of the RD & E activities on coconut for food product utilization		
20%	Handles academic course at the Dept. of Food Science and Technology		
5%	Does other activities assigned by the immediate supervisor related to the expertise		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><b>Center Director</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><b>Vice President for RDE</b></p>																												
16. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK <p style="text-align: center;"><b>Cooking set, oven, blender, incubator, dryer, computer with printer, LCD, OHP, scanner &amp; camera</b></p>																													
17. CONTACTS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="width: 20%;">Occasional</th> <th style="width: 20%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Supervisor</td> <td></td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Management</td> <td></td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Other (Specify)</td> <td></td> <td></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<b>X</b>		Other Agencies	<b>X</b>		Supervisor		<b>X</b>	Management		<b>X</b>	Other (Specify)			18. WORKING CONDITIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Field Trips</td> <td></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Other (Specify)</td> <td></td> </tr> </tbody> </table>	Normal Working Condition	<b>X</b>	Field work	<b>X</b>	Field Trips		Exposed to Varied Weather	<b>X</b>	Other (Specify)	
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19. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%; text-align: right;"> <p><b>MARISEL A. LEORNA</b> Signature of Employee</p> </div> </div>																													
TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR																													
20. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION <p style="text-align: center;"><b>To conduct research and extension activities on all aspects of coconut for the benefit of Visayan Farmers of the region.</b></p>																													
21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION. <p style="text-align: center;"><b>Plan and implement research and extension activities on coconut technologies for food and other NCRC-V activities.</b></p>																													
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. <b>Education : Master of Science in Food Science and Technology</b> <b>Experience : Food development &amp; processing &amp; product quality assessment</b>																													
23. LICENSE OR CERTIFICATE REQUIRED TO DO THIS WORK, IF ANY. <p style="text-align: center;"><b>Not required</b></p>																													
23b. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%; text-align: right;"> <p><b>MA. JULIET C. CENIZA</b> Signature and Title of Immediate Supervisor</p> </div> </div>																													
24. APPROVED <div style="margin-top: 20px;"> <p>_____</p> <p style="text-align: center;">Date</p> </div>	<div style="text-align: right; margin-top: 20px;"> <p><b>EDGARDO E. TULIN</b> # Head of Agency</p> </div>																												