

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  
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE  
VISAYAS STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

VSU, Baybay, Leyte

6a. PRES. APPROP. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

6b. PREV. APPROP. ACT/  
BOARD RES/  
ORRD. 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 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

DUTIES:

20%

Collects/recollects abaca accessions in different abaca producing areas in the Philippines for *in vitro* conservation and planting of newly collected abaca accessions for quarantine purposes.

30%

Characterizes the gross morphology of abaca germplasm collection as to their vegetative, inflorescence and fruit/seed parameters

20%

Maintains/re-establishes the abaca germplasm collection and disease monitoring.

15%

Establishes abaca germplasm database which includes passport, morphological and fiber characters and yield

10%

Analyzes data (cluster analysis), photodocumentation of abaca accessions and making of reports

5%

Others: supervises laborers, assists in abaca nursery visits, exhibits display at NARC and OVPRE and other duties assigned by the immediate supervisor/director

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

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

## 19. WORKING CONDITION

|                           |               |
|---------------------------|---------------|
| 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   | <u>      </u> |

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

1/4/11  
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

RUBEN M. GAPASIN  
Director, NARC

Signature and Title of Immediate Supervisor

## 25. APPROVED:

        
Date

JOSE L. BACUSMO  
Head of Agency