

|   |  |  |  |                              |                 |
|---|--|--|--|------------------------------|-----------------|
| REPUBLIC OF THE PHILIPPINES   |  | 1. NAME OF EMPLOYEE                            |  |                              |                 |
| BC-CSC FORM NO. 1   |  | POGOSA   |  | JIMMY                        |                 |
| (Position Description form)   |  | (Family Name)                                  |  | (Given Name)                 |                 |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT   |  | 3. BUREAU OR OFFICE                            |  |                              |                 |
| LEYTE STATE UNIVERSITY  |  | DAE  |  |                              |                 |
| 4. DEPARTMENT/BRANCH/DIVISION   |  | 5. WORK STATION/PLACE OF WORK                  |  |                              |                 |
| DAE   |  | BAYBAY, LEYTE                                  |  |                              |                 |
| 6A. PRES. APPROP. BOARD RES./ ORD. NO. ITEM   |  | 6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM |  | 7A. SALARY AUTHORIZED ACTUAL |                 |
|   |  |  |  | P 6,522.00                   |                 |
|   |  |  |  | PERA/ACA                     |                 |
| 8. OFFICIAL DESIGNATION OF POSITION   |  |  | 9. WORKING OR PROPOSED TITLE               |                              |                 |
| SCIENCE AIDE  |  |  | SCIENCE AIDE                               |                              |                 |
| 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 / /                 |                 |
| 1 <sup>ST</sup>   | 2 <sup>ND</sup>  | 3 <sup>RD</sup>                                | 4 <sup>TH</sup>                            | 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   |  |  |  |                              |                 |
| 30%   | Conduct research activities of drying and storage of abaca fibers.                         |  |  |                              |                 |
| 30%   | Prepare technical drawings as village level abaca processing center.                       |  |  |                              |                 |
| 30%   | Supervise the construction of the village level abaca processing center and its operation. |  |  |                              |                 |
| 10%   | Prepare project reports.   |  |  |                              |                 |



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

**Project Coordinator**

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

**Department Head**

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

Computer, calculator, meter stick, light meter and etc.

17. CONTACTS

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisor

X

Management

X

Other (Specify)

18. WORKING CONDITIONS

Normal Working Condition

X

Field work

X

Field Trips

X

Exposed to Varied Weather

X

Other (Specify)

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

June 30, 2005

Date

**JIMMY O. POGOSA**

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 drying and storage of abaca for the benefit of the Visayan Farmers.**

21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION.

**To do research on drying and storage of abaca fiber, prepare technical drawings and supervise the construction of the village level processing center.**

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.

30 June 2005

Date

**ROBERTO C. GUARTE**

Signature and Title of Immediate Supervisor

24. APPROVED

Date

**PACIENCIA P. MILAN**

Head of Agency