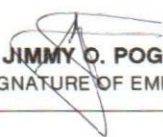
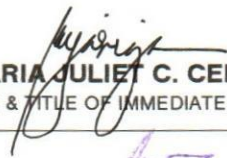
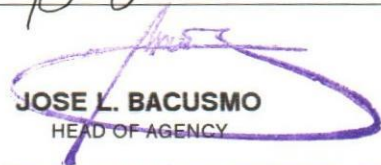


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLOYEE <div> <div>POGOSA</div> <div>JIMMY</div> <div>OQUIAS</div> </div> <div> <div>(Family Name)</div> <div>(Given Name)</div> <div>(Middle Name)</div> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION INSTITUTE OF TROPICAL ECOLOGY		5. WORK STATION/PLACE OF WORK VISCA, BAYBAY CITY, LEYTE	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VisCAB-FAWK2-1-2002	7a. SALARY P.A.: P 94,692.00 7b. OTHER COMPENSATION: PERA/ACA P24,000.00 (P.A.)	
8. OFFICIAL DESIGNATION OF POSITION FARM WORKER II		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <i>(leave blank)</i>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div> <div>MUNICIPALITY</div> <div>[]</div> <div>CITY</div> <div>[]</div> <div>PROVINCE</div> <div>[]</div> </div> <div> <div>1ST</div> <div>2ND</div> <div>3RD</div> <div>4TH</div> <div>5TH</div> <div>6TH</div> </div> <div> <div>[]</div> <div>[]</div> <div>[]</div> <div>[]</div> <div>[]</div> <div>[]</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
PERCENT OF WORKING TIME		D U T I E S	
25%		Maintains the rainforestation demo farm.	
25%		Maintains the tree nursery and Eco Park.	
25%		Serves as a resource person on rainforestation farming trainings.	
20%		Collects seeds and wildlings of native forest tree species.	
5%		Observes phonological characteristics of mother trees.	
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">DIRECTOR, INSTITUTE OF TROPICAL ECOLOGY</p>	15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">President</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than 7, list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p>BALLPEN, PENCIL, DESKTOP/LAPTOP COMPUTER & PRINTER, WHITEBOARD & PENS, LCD PROJECTOR & FARM TOOLS</p>																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Frequent</th> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		Occasional	Frequent	General Public	[<input checked="" type="checkbox"/>]	[]	Other Agencies	[<input checked="" type="checkbox"/>]	[]	Supervisors	[]	[<input checked="" type="checkbox"/>]	Management	[]	[<input checked="" type="checkbox"/>]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Normal Working Condition</td> <td style="width: 20%; text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition	[<input checked="" type="checkbox"/>]	Field Work	[<input checked="" type="checkbox"/>]	Field Trips	[<input checked="" type="checkbox"/>]	Exposed to Varied Weather	[<input checked="" type="checkbox"/>]	Others (Specify)	[]
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Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">DATE</p> </div> <div style="width: 50%; text-align: right;">  JIMMY O. POGOSA SIGNATURE OF EMPLOYEE </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p>Attainment of the well-being of the people in the Visayas through effective and highly developed resources and the generation, dissemination and application of relevant knowledge and technology in tropical ecology.</p>																													
22. Describe briefly the general function of the position. <p>To responsibly serve as Farm Worker II for the Institute and the University.</p>																													
23. 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 qualifications of the present incumbent. This item should be filled for all positions other than teaching). Education: Elementary school graduate. Experience:																													
24. Licenses or certificates required to do this work, if any.																													
25. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">DATE</p> </div> <div style="width: 50%; text-align: right;">  MARIA JULIET C. CENIZA SIGNATURE & TITLE OF IMMEDIATE SUPERVISOR </div> </div>																													
26. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">DATE</p> </div> <div style="width: 50%; text-align: right;">  JOSE L. BACUSMO HEAD OF AGENCY </div> </div>																													