

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

14 POSITION TITLE OF EMPLOYEE

VALENZONA MARIO

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE
National Abaca Research Center

5. WORK STATION/PLACE OF WORK

LSU, Baybay, Leyte

6a. PRES. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Science Aide

9. WORKING PROPOSED TITLE

Science Aide

10. WAPCO CLASSIFICATION OF THIS POSITION

MARIO A VALENZONA

Signature of employee

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:

50 %

to supervise laborers and implement research study

40 %

to collect and analyze data and prepare research reports

10 %

to perform other research related activities and responsibilities as directed by the immediate supervisor

100 %

LIZO MORENO

Study Leader

Signature and Title of Immediate Supervisor

Date

25. APPROVED

PACIFICIA P. MILAN

President

Head of Agency

Date

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

19. WORKING CONDITION

	Occasional	Frequent
General Public	☒	
Other agencies		☒
Supervisors		☒
Management		☒
Others (specify)		

Normal Working Condition	☒
Field Work	☒
Field Trips	☒
Exposed to varied weather	☒
Other (specify) travels	☒

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

Date

MARIO A. VALENZONA
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.

June 9, 2003
Date

LUZ O. MORENO
Study Leader
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN
President
Head of Agency