

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> LORETO DALE P </div> <div style="display: flex; justify-content: space-around; font-size: small; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="text-align: center; margin-top: 5px;"> Leyte State University Visayas State College of Agriculture </div>		3. BUREAU OR OFFICE <div style="text-align: center; margin-top: 5px;"> Leyte State University </div>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OR WORK	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION <div style="text-align: center; margin-top: 5px;"> Science Research Assistant </div>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px; font-size: small;"> 1ST 2ND 3RD 4TH 5TH 6TH </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;"> D U T I E S </div> <div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> 50% To maintain the PhilRootcrops computer units and other computer-related equipment; </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> 40% To do programming work for computerization of the Center as well as establishment and maintenance of database for PhilRootcrops; and </div> <div style="display: flex; justify-content: space-between;"> 10% To do other jobs that may be assigned by the direct supervisor and the Center Director. </div> </div>		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Associate Professor II

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Center Director

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) list only by their item nos. and titles)

none

17. MACHINES, EQUIPMENT, TOLLS, etc. used regularly in performance of work
Computer, printer, AVR, etc.

18. CONTRACT

General Public
Other Agencies
Supervisors
Management
Others (Specify)

Occasional	Frequent
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]

19. WORKING CONDITION

Normal Working Condition
Field Work
Field Trips
Exposed to Varied Weather
Others (Specify)

[/]
[]
[]
[]
[]

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

12-18-02

Date

DALE P. LORETO

Signature of Employees

21. Describe briefly the general function of the Unit or Section.

Conducts root crop research and extension activities.

22. Describe briefly the general function of the position.

To do computer-related works in support of the PhilRootcrops activities

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 qualifications of the present incumbent. This item should be filled for all positions other than teaching.)

Education: **A BS degree with specific area of specialization plus other requirements per QS of the University**

Experience: **none**

23b. Licenses or certificates required to do this work, if any.

4. I HEREBY CERTIFY that the above answers are accurate and complete.

12/20/02
Date

ALAN B. LORETO - Assoc. Professor II

Signature and Title of Immediate Supervisor

APPROVED:

Date

P.P. MILAN

Head of Agency