

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SACEDON MARLON FLORES (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE DAEAM/CIRDUP	
4. DEPT./BRANCH/DIVISION Dept. of Ag. Eng'g. & Applied Mathematics		5. WORK STATION/PLACE OF 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.: ₱8,067.00 7b. OTHER COMPENSATION: ACA/PERA	
8. OFFICIAL DESIGNATION OF POSITION Sci. Research Assistant		9. WORKING PROPOSED TITLE	
10. WAPOO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLERK 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 attached additional sheets.			
Percent of Working Time		DUTIES	
- To gather literature related to design criteria of SWIP, NIS and CIS - To gather field data and information of existing SWIP, NIS and CIS in Region 7 - To evaluate and assess the suitability of design criteria in Region 7 - To make periodic accomplishment and final report of the study.			

#752
14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

18. CONTRACT

Occasional

Frequent

General Public
Other Agencies
Supervisors
Management
Other (Specify)

[]
[]
[]
[]
[]

[]
[]
[]
[]
[]

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.

December 21, 2000
Date

MARLON F. SACION

Signature of Employee

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

22. Describe briefly the general function of the position.

To gather literature related to design criteria of SWIP, NIS and CIS.

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:

Experience:

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

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

1/3/01

Date

DR. MARGARITO C. ESCALANTE

Signature and title of Immediate Supervisor

25. APPROVED:

Date

PACIFICIA P. MILAN
Head of Agency