

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC FORM NO. 1		SUDARIA EUTQUIO ESTENZO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
LEYTE STATE UNIVERSITY		NCRC-V	
4. DEPARTMENT/BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
NCRC-V		BAYBAY, LEYTE	
6A. PRES. APPROP. BOARD RES./ORD. NO. ITEM Permanent	6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM Permanent	7A. SALARY AUTHORIZED ACTUAL P 303,996.00/Annum	7B. OTHER PERA/ACA
8. OFFICIAL DESIGNATION OF POSITION Professor VI		9. WORKING OR PROPOSED TITLE Professor VI	
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 / /	
1 ST	2 ND	3 RD	4 TH
/ /	/ /	/ /	/ /
PROVINCE / /			
5 TH 6 TH			
/ / / /			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).			
Percent of Working Time	DUTIES		
15%	1) Does instruction function on agricultural engineering		
25%	2) Does research function on coconut engineering such as development of equipment for production, processing and utilization and process or product development and related activities.		
22%	3) Does extension function on technologies generated from research		
20%	4) Does production function such as managing the coconut plantation for copra production and other products from by products.		
18%	5) Does other functions that will be assigned by the President and the immediate supervisor such as acting as Director of the Center and other committees of the University.		

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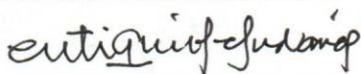
14. POSITION TITLE OF IMMEDIATE SUPERVISOR Director for Research and Extension	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Academic Affairs
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26. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK

Internal combustion engines, power tools, hand tools, welding, machine, oxy-acetylene, computer, calculator and etc.

17. CONTACTS	Occasional	Frequent	18. WORKING CONDITIONS	
General Public	X		Normal Working Condition	X
Other Agencies	X		Field work	X
Supervisor		X	Field Trips	
Management		X	Exposed to Varied Weather	X
Other (Specify)			Other (Specify)	

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

<u>December 1, 2005</u> Date	 EUTQUIO E. SUDARIA Signature of Employee
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TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

20. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION

Conduct instruction, research, extension and production functions on the engineering aspect of coconut and its by-products. Does management and administrative functions to facilitate the generation and transfer of coconut technologies to clientele.

21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION.

Conduct instruction, research, extension and production functions on the engineering aspect of coconut and its by-products. Does management and administrative functions to facilitate the generation and transfer of coconut technologies to clientele.

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.

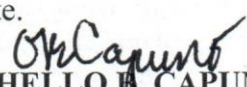
Education : Ph.D. degree with specific area of qualification

Experience: 5 years of relevant experience; 32 hours of relevant training.


23. LICENSE OR CERTIFICATE REQUIRED TO DO THIS WORK, IF ANY.

(Passed the Agricultural Engineering Licensure Board Examination)

23b. I HEREBY CERTIFY that the above answers are accurate and complete.

_____	 OTHELLO B. CAPUNO Signature and Title of Immediate Supervisor
Date	

34. APPROVED

_____	 PACIENCIA P. MILAN Head of Agency
Date	