

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 10px;"> NORIEL EDIESER A. </div> <div style="display: flex; justify-content: space-between; 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: 10px;"> Leyte State University </div>		3. BUREAU OR OFFICE <div style="text-align: center; margin-top: 10px;"> Leyte State University </div>	
4. DEPT./BRANCH/DIVISION <div style="text-align: center; margin-top: 10px;"> PhilRootcrops </div>		5. WORK STATION/PLACE OF WORK <div style="text-align: center; margin-top: 10px;"> Baybay, Leyte </div>	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: <div style="text-align: center; margin-top: 10px;"> ₱55,908.00 for 6 mos. </div> 7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OR POSITION <div style="text-align: center; margin-top: 10px;"> Science Research Assistant </div>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-around; margin-top: 10px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; font-size: small; margin-top: 10px;"> 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 : DUTIES			
60%	1. To help in the maintenance, evaluation, characterization of the genebank;		
15%	2. To help in the collection of yambean, arrowroot and other root crops;		
15%	3. To help in the establishment of germplasm of yambean, arrowroot and other root crops;		
9%	4. To help in making reports of the project; and		
1%	5. To do other duties assigned by the supervisor.		

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor III

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)

Reynaldo Bardos - laborer

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Others (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

Edieser A. Noriel
EDIESER A. NORIEL

Signature of Employee

Date

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

Varietal improvement

22. Describe briefly the general function of the position.

To assist in the 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 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.

none

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

12/8/03

Date

R. T. Sanico
ROLINDA T. SANICO - Professor III

Signature and Title of Immediate Supervisor

APPROVED:

P. P. Milan
PACIENCIA P. MILAN
Head of Agency

Date