
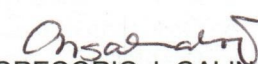



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>CAGANDE JEFFREY LLOYD LORETO</u> (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Leyte State University		3. BUREAU OR OFFICE  DAE CIRDUP
4. DEPT./BRANCH/DIVISION  Dept. of Agricultural Engineering		5. WORK STATION/PLACE OF WORK  Leyte State University
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P6,522.00 7b. OTHER COMPENSATION: P1000.00 ACA/PERA
8. OFFICIAL DESIGNATION OF POSITION  Science Aide		9. WORKING PROPOSED TITLE  5038 E 1241
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CLER 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	
100%	1. To assist the study leaders in the conduct of the studies, specifically: a. Coordinate activities related to the studies with the DA of Region 7 b. Collection of essential information c. Evaluation of collected data d. Preparation of progress and terminal report 2. Do other duties as will be assigned by the study leaders.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">Professor</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">Professor</div>																												
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  <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Equipment</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Equipment	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION  <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
	Occasional	Equipment																											
General Public	[ ]	[ ]																											
Other Agencies	[ ]	[ ]																											
Supervisors	[ ]	[ ]																											
Management	[ ]	[ ]																											
Other (Specify)	[ ]	[ ]																											
Normal Working Condition	[ ]																												
Field Work	[ ]																												
Field Trips	[ ]																												
Exposed to Varied Weather	[ ]																												
Others (Specify)	[ ]																												
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Nov 3, 2003</u>  Date </div> <div style="width: 45%; text-align: right;">   <u>JEFFREY LLOYD L. CAGANDE</u>  Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section																													
22. Describe briefly the general function of the position.																													
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: B.S. in Agricultural Engineering  Experience:																													
23b. Licenses or certificates required to do this work, if any. Professional Agricultural Engineer																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Nov 4, 2003</u>  Date </div> <div style="width: 45%; text-align: right;">   <u>GREGORIO J. GALINATO JR.</u>  Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">    Date </div> <div style="width: 45%; text-align: right;">   <u>PACIENCIA P. MILAN</u>  Head of Agency </div> </div>																													