

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;"> ABOGADIE <small>(Family Name)</small> ENRIQUE <small>(Given Name)</small> BARDOS <small>(Middle Name)</small> </div>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center; margin-top: 10px;">Visayas State University</div>		3. BUREAU OR OFFICE <div style="text-align: center; margin-top: 10px;">Visayas 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 City</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.: P 81,978.00 for 6 mos. 7b. OTHER COMPENSATION PERA & ACA – P2,000.00/mo.	
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; 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.			
<div style="display: flex; justify-content: space-between;"> Percent of Working Time : DUTIES </div>			
<div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> 30% a) To assist in the maintenance of sweetpotato germplasm; </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> 30% c) To assist the establishment/collection of some minor root crops germplasm; </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> 20% b) To help in the collection, characterization and documentation of sweetpotato germplasm; </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> 10% d) To assist in the making of reports of the project, and </div> <div style="display: flex; justify-content: space-between;"> 10% e) To do other duties assigned to him by his supervisor. </div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor

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) 3 laborers:

Naciancino Cerna, Leon Telemoros and Rogelio Cabantug

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

Computer, pens, data sheets, rulers, etc.

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.

Date

ENRIQUE B. ABOGADIE

Signature of Employee

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

Varietal improvement in the production of root crops.

22. Describe briefly the general function of the position.

To assist in the research work in the implementation of the PRCRTC Proj. 114.

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 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

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

Date

JOSE L. BACUSMO - Professor

Signature and Title of Immediate Supervisor

APPROVED:

Date

JOSE L. BACUSMO

Head of Agency