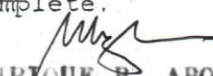




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>ABOGADIE</b> <b>ENRIQUE</b> <b>BERDOS</b> (Family Name)      (Given Name)      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE <b>Visayas State University</b>	
4. DEPT./BRANCH/DIVISION <b>PhilRootcrops</b>		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO.      6b. PREV. APPRO ACT/      ACT/ BOARD RES/      BOARD RES/ ORD. NO.      ORD. NO. ITEM NO.      ITEM NO.		7a. SALARY P.A. <b>P192,612.00</b> 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION <b>Science Research Assistant</b>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL 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:			
D-U T I E S			
30%	1. To assist in the maintenance of sweetpotato germplasm.		
30%	2. To conduct single plant and unreplicated trials of F1 sweetpotato hybrids/genotypes.		
20%	3. To help in the collection, characterization and documentation of sweetpotato germplasm.		
10%	4. To assist in the making of reports of the projects, and		
10%	5. To do other duties assigned to him by his supervisor.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">Center Director</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">Office of the Vice Pres. for Research &amp; Extension</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.  <div style="text-align: center;">computer, printer</div>																													
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ X ]</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	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION  <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[ X ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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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="text-align: center;"> <u>11-28-14</u> Date         </div> <div style="text-align: center;">   <b>ENRIQUE B. ABOGADIE</b>            Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center;">To provide research &amp; extension services.</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center;"><b>Assist the project leader in germplasm collection, maintenance and conservation.</b></div>																													
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: Bachelor's degree relevant to the job  Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.																													
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center;">Civil Service Sub-Prof. Eligibility.</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>12-1-14</u> Date         </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO - President</b>            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO</b>            Head of Agency         </div> </div>																													