

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> LORETO DALE P. </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE Visayas State University	
6. DEPT./BRANCH/DIVISION PhilRootcrops		7. WORK STATION/PLACE OF WORK Baybay City	
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 Science Research Assistant		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 MUNICIPALITY { } CITY { } PROVINCE { } <div style="display: flex; justify-content: space-around; font-size: small;"> 1st 2nd 3rd 4th 5th 6th </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : DUTIES			
40%	a) To maintain the PhilRootcrops computer units and other computer related equipment;		
40%	b) To do programming work for computerization of the Center as well as establishment and maintenance of database for PhilRootcrops; and		
10%	c) To update LSU webpage.		
10%	d) To do other jobs that may be assigned by the direct supervisor and the Center Director.		

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)

none

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

6/21/12

Date

DALE P. LORETO

Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Conduct root crop research and extension activities.

22. Describe briefly the general function of the position.
To do computer-related works in support of the PhilRootcrops activities.

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

ALAN B. LORETO - Professor

Signature and Title of Immediate Supervisor

APPROVED:

Date

JOSE L. BACUSMO
Head of Agency