

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1.NAME OF EMPLOYEE</b> <b>BELMONTE DEMETRIO, JR. VALDEZ</b> <small>(Family Name) (Given Name) (Middle Name)</small>	
<b>2.DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> <b>Leyte State University</b>		<b>3.BUREAU OR OFFICE</b> <b>Leyte State University</b>	
<b>4.DEPT./BRANCH/DIVISION</b> <b>PhilRootcrops</b>		<b>5.WORK STATION/PLACE OF WORK</b> <b>Baybay, Leyte</b>	
<b>6a. PRES. APPRO</b> <b>ACT/</b> <b>BOARD RES/</b> <b>ORD. NO.</b> <b>ITEM NO.</b>	<b>6b. PREV. APPRO</b> <b>ACT/</b> <b>BOARD RES/</b> <b>ORD. NO.</b> <b>ITEM NO.</b>	<b>7a. SALARY P.A.:</b> P 78,264.00  <b>7b. OTHER COMPENSATION</b>	
<b>8.OFFICIAL DESIGNATION OR POSITION</b> <b>Science Aide</b>		<b>9.WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11.OCCUPATION GROUP TITLE</b> <b>(leave blank)</b>	
<b>12.FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS</b> <b>MUNICIPALITY { } CITY { } PROVINCE { }</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>1<sup>st</sup></span> <span>2<sup>nd</sup></span> <span>3<sup>rd</sup></span> <span>4<sup>th</sup></span> <span>5<sup>th</sup></span> <span>6<sup>th</sup></span> </div>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>			
<b>Percent of Working Time :</b>		<b>DUTIES</b>	
25%	a. To help in the establishment and conduct of gabi breeding and progeny evaluation;		
25%	b. To assist in the conduct of NCT-Gabi trials;		
20%	c. To assist in the establishment of the yambean breeding activities;		
20%	d. To collect data and other necessary information from the various phases of experiment and evaluation trials; and		
10%	e. To do other related tasks that may be assigned by the study/project leader.		



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Associate 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.  
Weighing scale, calculator, data sheets, 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

November 16, 2005

Date

DEMETRIO V. BELMONTE, JR.

Signature of Employee

21. Describe briefly the general function of the Unit or Section.  
Spearhead in the production of root crops.

22. Describe briefly the general function of the position.

Assist and help in the implementation of the PRCRTC Proj. 140 and NCT-Gabi Trials.

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: Completion of two years college work.

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.

16 November 2005

Date

DILBERTO O. FERRAREN - Asst. Prof.

Signature and Title of Immediate Supervisor

APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency