

REPUBLIC OF THE PHILIPPINES
BC-CSC FORM NO. 1
(Position Description Form)

1. NAME OF EMPLOYEE

VESTRA JEREMIAS S.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

Leyte State University

3. BUREAU OR OFFICE

National Coconut Research Center

4. DEPARTMENT/BRANCH/DIVISION

NCRC

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT : 6b. PREV. APPROP. : 7a. SALARY : 7b. OTHER COMPENSATION
BOARD RES. / : ACT/BOARD RES. : AUTHORIZED :
ORD. NO : /ORD. NO. : ACTUAL :
ITEM NO. : ITEM NO. : ACA + PERA
: ₱ 9,318.00 :

8. OFFICIAL DESIGNATION OF POSITION

SRA

9. WORKING OR PROPOSED TITLE

10. WACO CLASSIFICATION OF THIS POSITION: 11. OCCUPATIONAL GROUP TITLE (Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS'S CLASS

MUNICIPALITY / / CITY / / PROVINCE / /

1st 2nd 3rd 4th 5th 6th
/ / / / / /

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).

Percent of :
Working Time :
50% : To do pollination work.
25% : To supervise field activities/data gathering
25% : To compute data
10% : To assist the study leader in progress report preparation
10% : To do other jobs that maybe assigned by the study leader
or NCRC Director.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR: Study Leader
15. POSITION TITLE OF NEXT HIGHER SUPERVISOR: Center Director

16. NAMES, TITLE AND ITEM NO. OF THOSE YOU ARE DIRECTLY SUPERVISE (If more than 7).
List only by their Item Nos. and Titles)

none

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK
Calculator, weighing scale, meter stick, etc.

18. CONTACTS

Occasional Frequent

General Public : x :
Other Agencies : x :
Supervisors : : x :
Management : : x :
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

JAN. 7, 2002

JEREMIAS S. VESTRA

Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

21. BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION.

To conduct research & extension services on all aspects of coconut for the benefit of Visayan farmers.

22. BRIEFLY THE GENERAL FUNCTION OF THE POSITION.

To carry out the objectives of the study.

23. Indicate the Required Qualification by years and kind of Education considered in filling up a vacancy of this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should be filled for all positions other than teaching.)

Education: BS degree w/ specific area of specialization plus other QS of the college

24. b. LICENSES OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

not required

24. I CERTIFY THAT the above answers are accurate and complete.

Date

TESSIE C. NUNEZ - Study Leader
Signature and Title of
Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN
Head of Agency