

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC FORM NO. 1		MALASAGA	EDRALIN
(Position Description form)		(Family Name)	(Given Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
LEYTE STATE UNIVERSITY		NCRC-V	
4. DEPARTMENT/BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
NCRC-V		BAYBAY, LEYTE	
6A. PRES. APPROP. BOARD RES./ ORD. NO. ITEM	6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM	7A. SALARY AUTHORIZED ACTUAL	7B. OTHER
		P 9,318.00	PERA/ACA
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING OR PROPOSED TITLE	
SCIENCE RESEARCH ASSISTANT		SCIENCE RESEARCH ASSISTANT	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATIONAL GROUP TITLE (Leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS CLASS			
MUNICIPALITY / /		CITY / /	
1 ST	2 ND	3 RD	4 TH
/ /	/ /	/ /	/ /
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).			
Percent of Working Time			
50%	Data gathering		
30%	Data computation and analysis		
15%	Supervise laborers		
15%	Others		

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

16. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK

Calculator, meter stick, weighing scale and etc.

17. CONTACTS	Occasional	Frequent	18. WORKING CONDITIONS	
General Public	X		Normal Working Condition	
Other Agencies	X		Field work	X
Supervisor		X	Field Trips	
Management		X	Exposed to Varied Weather	X
Other (Specify)			Other (Specify)	

19. I CERTIFY that the above answers are accurate and complete.

Dec. 9, 2003

Date

Enma
EDRALIN M. MALASAGA

Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

20. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION

To conduct research extension activities on all aspects of coconut for the benefit of Visayan Farmers

21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION.

To gather data, compute and analyze data and supervise laborers.

22. 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 incumbent. This item should be filled for all position other than teaching.

Education : BS DEGREE with specific area of specialization plus other requirements.

Experience: Not required

23. LICENSE OR CERTIFICATE REQUIRED TO DO THIS WORK, IF ANY.

Not required

23b. I HEREBY CERTIFY that the above answers are accurate and complete.

Dec. 16 2003

Date

Tessie C. Nunez
TESSIE C. NUNEZ

Signature and Title of Immediate Supervisor

24. APPROVED

Date

Paciencia P. Milan
PACIENCIA P. MILAN

Head of Agency