

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

1. NAME OF EMPLOYEE

BELMONTE DEMETRIO, JR. V.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

3. BUREAU OR OFFICE

PRCRTC, VISCA, Baybay, Leyte

4. DEPT./BRANCH/DIVISION

PRCRTC, VISCA

5. WORK STATION/PLACE OF WORK

PRCRTC, VISCA, Baybay, Leyte

6a. PRES. APPROP. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPROP. ACT/
BOARD RES
ORD. NO.
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱37,372.51 for six months

8. OFFICIAL DESIGNATION OF POSITION

Science Aide

9. WORKING PROPOSE TITLE

Science Aide

10. WAPCO CLASSIFICATION OF THIS POSITION

none

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 attach additional sheets.

Percent of
Working Time

DUTIES

50%

Help in the establishment and conduct of gabi experiment particularly that of the project;

40%

Collect data and other necessary information from the experiment;

10%

To do other related tasks that may be assigned by the study leader

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Assoc. Professor

Assoc. Professor/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

18. CONTACT

19. WORKING CONDITION

| | <u>Occasional</u> | <u>Frequent</u> |
|------------------|-------------------|-----------------|
| General Public | _____ | _____ |
| Other Agencies | _____ | _____ |
| Supervisors | _____ | _____ |
| Management | _____ | _____ |
| Others (Specify) | _____ | _____ |

| | |
|---------------------------|-------|
| Normal Working Condition | _____ |
| Field Work | _____ |
| Field Trips | _____ |
| Exposed to Varied Weather | _____ |
| Others (Specify) | _____ |

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

11/17/98

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 Project 140

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 year college work

Experience: None

23b. Licenses or certificates required to do this work, if any.

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

1/21/98

Date

JOSE R. PARDALES, JR. - Assoc Prof.

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO
President