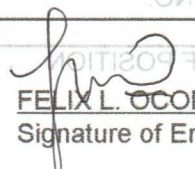
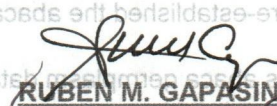
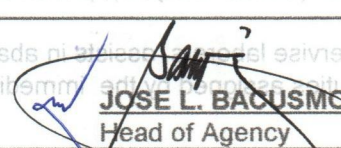


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		<b>1 NAME OF EMPLOYEE</b> OCON                      FELIX                      LLEVE (Family Name)      (Given Name)      (Middle Name)	
<b>2 DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> VISAYAS STATE UNIVERSITY		<b>3 BUREAU OR OFFICE</b> VISAYAS STATE UNIVERSITY	
<b>4 DEPT./BRANCH/DIVISION</b>		<b>5 WORK STATION/PLACE OF WORK</b> VSU, Baybay City, Leyte	
<b>6a. PRES. APPROP</b> ACT/ BOARD RES/ ORD. NO. ITEM NO.	<b>6b. PREV. APPROP.</b> ACT/ BOARD RES/ ORD. NO. ITEM NO.	<b>7a SALARY P.A.</b>  	
		<b>7b OTHER COMPENSATION</b>  	
<b>8 OFFICIAL DESIGNATION OF POSITION</b> Science Research Assistant		<b>9 WORKING PROPOSED TITLE</b> Science Research Assistant	
<b>10 WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11 OCCUPATION GROUP TITLE</b> ( Leave Blank)	
<b>12 FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS</b>  <div style="display: flex; justify-content: space-around;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
<b>13 STATEMENT OF DUTIES AND RESPONSIBILITIES.</b> If more space is needed, Please attached additional sheets.			
Percent of Working Time	DUTIES:		
20%	Collects/recollects abaca accessions in different abaca producing areas in the Philippines for in vitro conservation and planting of newly collected abaca accessions for quarantine purposes		
30%	Characterizes the gross morphology of abaca germplasm collection as to their vegetative, inflorescence and fruit/seed parameters		
20%	Maintains/re-established the abaca germplasm collection and disease monitoring		
15%	Establishes abaca germplasm database which includes passport, morphological and fiber characters and yield		
10%	Analyzes data (cluster analysis), photodocumentation of abaca accessions and making of reports		
5%	Others: supervise laborers, assists in abaca nursery visits, exhibits display at NARC and OVPRE and other duties assigned by the immediate supervisor/director		



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> Study Leader (Middle Name) (Given Name) (Family Name)	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> Director, NARC
<b>16. NAMES, TITLES AND ITEMS NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than 7, list only by their item nos. and titles).</b> Laborers	
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>	
<b>18. CONTACT</b> Occasional <input type="checkbox"/> Frequent <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Other Agencies <input checked="" type="checkbox"/> Supervisors <input checked="" type="checkbox"/> Management <input checked="" type="checkbox"/> Others (specify) _____	<b>19. WORKING CONDITION</b> Normal Working Condition <input checked="" type="checkbox"/> Field Work <input checked="" type="checkbox"/> Field Trips <input checked="" type="checkbox"/> Exposed to varied weather <input checked="" type="checkbox"/> Other (specify) travels _____
<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>July 1, 2015</u>            Date         </div> <div style="width: 45%; text-align: right;">   <b>FELIX L. OCON</b>            Signature of Employee         </div> </div>	
<b>21. Describe briefly the general function of the Unit or Section</b> to conduct research and extension services on all aspects of abaca	
<b>22. Describe briefly the general function of the position</b> to do research work.	
<b>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 qualification of the present incumbent. This item should be filled for all positions other than teaching).</b> Education: Bachelors's degree in the area of specialization Experiences: not required	
<b>23b. Licenses or certificates required to do this work, if any.</b> BS in Agriculture	
<b>24. I hereby certify that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           _____            Date         </div> <div style="width: 45%; text-align: right;">   <b>RUBEN M. GAPASIN</b>            Director, NARC            Signature and Title of Immediate Supervisor         </div> </div>	
<b>25. APPROVED:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           _____            Date         </div> <div style="width: 45%; text-align: right;">   <b>JOSE L. BACUSMO</b>            Head of Agency         </div> </div>	