

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

ViSCA, Baybay, Leyte

6a. PRES. APPROP.

ACT/

BOARD RES/

ORD. NO. Lump Sum

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO. Lump sum

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist I

10. WAPCO CLASSIFICATION OF THIS POSITION

Regular

1. NAME OF EMPLOYEE

:

MORENO

LUZ

ORDIZ

:

(Family Name) (Given Name) (Middle Name)

:

3. BUREAU OR OFFICE

:

NATIONAL ABACA RESEARCH CENTER, ViSCA

:

5. WORK STATION/PLACE OF WORK

:

Baybay, Leyte

:

7a. SALARY P.A.

:

AUTHORIZED

:

ACTUAL

:

7b. OTHER COMPEN-

:

SATION

:

COLA

:

9. WORKING PROPOSED TITLE

:

Science Research Specialist I

:

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: DUTIES ---

Working :

Time :

30%

: Implement research in abaca production and management

10%

: Make project proposals on abaca cropping systems

10%

: Perform other duties that may be assigned from time to time by the center director

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

Associate Professor

Acting Director, NARC NARC

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

NA

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

typewriter, calculator, meter stick, weighing balance

18. CONTACT

Occasional

Frequent

19. WORKING CONDITION

General Public

: X :

: :

Normal Working Condition

: X :

Other Agencies

: X :

: :

Field Work

: X :

Supervisors

: :

: X :

Field Trips

: X :

Management

: :

: X :

Exposed to varied Weather

: :

Others (Specify)

: :

: :

Others (Specify)

: :

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

Sept. 27, 1988

Date

LUZ O. MORENO

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Research and Extension

22. Describe briefly the general function of the position.

Plan and implement researches on abaca production and management

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: B S Agriculture

Experience: At least 3 years experience in crop production

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

None

24. I hereby certify that the above answers are accurate and complete.

September 27, 1988

Date

LELITA R. GONZAL - Acting Director, NARC

Signature and Title of Immediate Supervisor

25. APPROVED:

September 27, 1988

Date

ELISEO R. PONCE

OIC, Director of Res. & Extension