

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

NARC, VISCA

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ BO 87

BOARD RES/

ORD. NO.

ITEM NO. 34-6

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

: 1. NAME OF EMPLOYEE

MORENO

LUZ

ORDIZ

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

: 3. BUREAU OR OFFICE

: 5. WORK STATION/PLACE OF WORK

Baybay, Leyte

: 7a. SALARY P.A.

AUTHORIZED

ACTUAL

P 28,752.00

: 7b. OTHER COMPEN-
SATION

COLA

: 9. WORKING PROPOSED TITLE

Instructor I

10. WAPOO CLASSIFICATION OF THIS POSITION

: 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 :

85%

1. In-charge, Production Section of NARC;

Prepare program for the section

Plan and implement researches on cultural management
and production of abaca

15%

Perform other functions assigned to her by the Director.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director, NARC : Director of Research & Extension

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.
Typewriter, calculator, weighing scale, meter stick, stripper, etc.

18. CONTACT	Occasional	Frequent	:	19. WORKING CONDITION	
General Public	: X :	: :	:	Normal Working Condition	: X :
Other Agencies	: X :	: :	:	Field Work	: :
Supervisors	: :	: X :	:	Field Trips	: :
Management	: :	: X :	:	Exposed to varied Weather	: :
Others (Specify)	: :	: :	:	Others (Specify)	: :

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

Nov. 22, 1989 JOSE O. MORENO
Date Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To conduct researches and extension activities on abaca.

22. Describe briefly the general function of the position.
In-charge of Production Section of the Center.
Plan and implement researches on cultural management and cropping systems of abaca.

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: BS degree with specific area of specialization plus
Experience: other requirements per BS of the College

23b. Licenses or certificates required to do this work, if any.
None

24. I hereby certify that the above answers are accurate and complete.
Nov. 22/89 LEILITA GONZAL - Director, NARC
Date Signature and Title of Immediate Supervisor

25. APPROVED:
23 November 1989 M. R. Villanueva
Date Head of Agency