

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
DUATIN FLORA MIA YULORES
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE
Visayas State University

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Visayas State University

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

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

VisCAB-APR01-1-2014

7a. SALARY P.A. P 406,308.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Associate Professor I

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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:

60 %

Plans and implements research and extension program on *in vitro* propagation of abaca

15 %

In-charge Tissue Culture Laboratory

10 %

Teaches courses at the Department of Pest Management and other department that would request her expertise

5 %

Takes charge of the center's abaca showcase/abaca world

5 %

Acts as resource person during training and consultation

5 %

Performs other duties and responsibilities assigned by the Director

100 %

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor/VP, 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).

SRA, Lab. Aide, Laborer

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

18. CONTACT

General Public
Other agencies
Supervisors
Management
Others (specify)

Occasional Frequent

☒ ☐
☒ ☐
☐ ☒
☐ ☒
☐ ☐

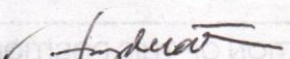
19. WORKING CONDITION

Normal Working Condition
Field Work
Field Trips
Exposed to varied weather
Other (specify) travels

☒
☒
☒
☐
☐

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

Date


FLORA MIA Y. DUATIN
Signature of employee

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

to conduct research and extension services on all aspects of abaca

22. Describe briefly the general function of the position

to do research and instruction works.

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).

Education: ~~Relevant masteral degree.~~

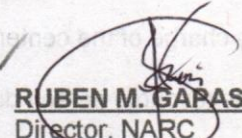
Experiences: 2 yrs. of relevant experience; 8 hrs. of relevant training.

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

BS in Agriculture

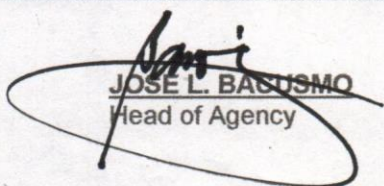
24. I hereby certify that the above answers are accurate and complete.

Date


RUBEN M. GAPASIN
Director, NARC
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


JOSE L. BAGUSMO
Head of Agency