

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. 6b. PREV. APPROP.
ACT/ ACT/
BOARD RES/ BOARD RES/
ORD. NO. ORRD. NO.
ITEM NO. ITEM NO. *USCAB-KP4-11-2011*

7a. SALARY P.A. *P 379,660.00*

7b. OTHER COMPENSATION: PERA/ACA
P 24,000.

8. OFFICIAL DESIGNATION OF POSITION
Asst. Professor IV

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 <i>in vitro</i> 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.
computer, printer, books, etc.

18. CONTACT

19. WORKING CONDITION

	Occasional	Frequent
General Public	<u>x</u>	
Other agencies	<u>x</u>	
Supervisors		<u>x</u>
Management		<u>x</u>
Others (specify)		

Normal Working Condition	<u>x</u>
Field Work	<u>x</u>
Field Trips	<u>x</u>
Exposed to varied weather	
Other (specify) travels	

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

Oct 6, 2011
Date

FLORAMIA 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).

RM
7-8
Education: ~~Relevant masteral degree~~

Experiences: ~~not required~~ 2 yrs. of relevant experience; 8 hrs. relevant training.

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

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. BACUSMO
Head of Agency