

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

MORENO LUZ ORDIZ
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

National Abaca Research Center

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

LSU, Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A. P 190,092.00

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ORRD. NO.

7b. OTHER COMPENSATION : PERA/ACA

ITEM NO.

ITEM NO. VISCAB-AP4-21-2002

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Assistant Professor IV

Assistant Professor IV

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:

55%

Plans and implements research on abaca

10 %

Performs extension activities (acts as resource person during trainings & investment forum)

10%

In-charge abaca germplasm collection

15 %

Handles laboratory classes in Botany 21/Botany 113

10 %

Performs other duties assigned by the immediate supervisor

100 %

PACENCIA P. MILAN

President
Head of Agency

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Professor/Director REPO

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

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Computer, calculator, Laboratory equipment.

18. CONTACT

19. WORKING CONDITION

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

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

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

10-4-05
Date

LUZ O. MORENO
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 work and instruction

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: Master's degree in the area of specialization

Experiences: 2 years of relevant experience; 8 hours of 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.

40 J. 201
Date

LELITA R. GONZALEZ
Director, NARC
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN
President
Head of Agency