

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1

162
1. NAME OF EMPLOYEE
(Family Name) (Given Name) (Middle Name)
MORENO LUZ ORDIZ

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT LSU
VISAYAS STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE SUC
National Abaca Research Center

4. DEPT./BRANCH/DIVISION

NARC, LSU

5. WORK STATION/PLACE OF WORK

NARC, LSU
Baybay, Leyte

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

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO. 157-1

ORD. NO. RA 7180

ITEM NO.

ITEM NO.

VISCAB-INST2-9-1998

7a. SALARY P.A.

7b. OTHER COMPENSATION
PERA/ACA

AUTHORIZED

P 142,044.00

ACTUAL

8. OFFICIAL DESIGNATION OF POSITION

Instructor 11

9. WORKING PROPOSED TITLE

Assistant Professor 4

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

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 on abaca improvement
- 10% - In-charge abaca germplasm collection
- 10% - Performs extension activities (act as resource person during trainings and investment forum)
- 10% - Handles lab. classes in Botany/Tree Physiology/Plant Breeding
- 5% - Performs duties as chairman and or member of the different committees in the center
- 5% - Performs duties that may be assigned from time to time by the director

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director ODRD

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

Sci. Res. Asst., Sci. Aide, & Laborers

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

computer, calculator, laboratory equipments

18. CONTACT

19. WORKING CONDITION

	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	
Other agencies	<input checked="" type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>
Management		<input checked="" type="checkbox"/>
Others (specify)		

Normal Working Condition	<input checked="" type="checkbox"/>
Field Work	<input checked="" type="checkbox"/>
Field Trips	<input checked="" type="checkbox"/>
Exposed to varied weather	
Other (specify) travels	

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

Sept 25, 2001
Date

LUZ O. MORENO
Signature of employee

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

to conduct research and extension on all aspects of abaca

22. Describe briefly the general function of the position

to do research and extension work.

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: BS degree with relevant area of specialization

Experiences:

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

none

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

Sept. 26, 2001
Date

LELITA R. GONZAL
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN
President
Head of Agency