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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.
ACT/ ACT/
BOARD RES/ BOARD RES/
ORD. NO. ORRD. NO.
ITEM NO. ITEM NO. AP4-21-2004 2-5-02

7a. SALARY P.A. ₱ 190,092.00
7b. OTHER COMPENSATION PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION
Assistant Professor IV

9. WORKING PROPOSED TITLE
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 %	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Vice Pres. for 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,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.

9/27/04
Date

KUZ 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: not required

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

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

Date

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

25. APPROVED:

Date

PACIENCIA P. MILAN
President
Head of Agency