

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 COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE
National Abaca Research Center

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

| | | | |
|--|--|---|--|
| 6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. Lump Sum | 6b. PREV. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. Lump Sum | 7a. SALARY P.A. AUTHORIZED ACTUAL P 9,680.40 | 7b. OTHER COMPENSATION P 500/mo.ACA &PERA |
|--|--|---|--|

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

SCIENCE RESEARCH ASSISTANT

SCIENCE RESEARCH ASSISTANT

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:

| | |
|-------|---|
| 40 % | In-charge, to do <u>in vitro</u> culture of abaca |
| 30 % | to assists in coordinating, monitoring and implementing the different projects in abaca |
| 20 % | to assist in the preparation of reports and research proposals |
| 10 % | to perform other related activities connected with the study and other responsibilities as directed by the immediate supervisor |
| 100 % | |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Professor/Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Professor/Director

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

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

18. CONTACT

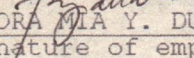
| | Occasional | Frequent |
|------------------|------------|----------|
| General Public | <u>x</u> | |
| Other agencies | <u>x</u> | |
| Supervisors | | <u>x</u> |
| Management | | <u>x</u> |
| Others (specify) | | |

19. WORKING CONDITION

| | |
|---------------------------|----------|
| 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 | |

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

Date


FLORA 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 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: completion of two years studies in college

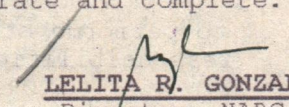
Experiences: one year relevant experience

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.

1/13/2000
Date


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

25. APPROVED:

Date


PACIENCIA P. MILAN
President
Head of Agency