

98

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

1. NAME OF EMPLOYEE

MORENO LUZ O

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

National Abaca Research Center

5. WORK STATION/PLACE OF WORK

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.

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR II/DIRECTOR

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL

9. WORKING PROPOSED TITLE

ASSISTANT PROFESSOR II

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:

25 %

Performs duties as center director

45 %

Plans and implements research on abaca

10 %

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

5 %

In-Charge abaca germplasm collection

5 %

Performs duties that may be assigned from time to time by the immediate supervisor

10 %

Handles laboratory classes in Botany 21/Ag. Botany 113

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor/Director ODRD

Professor/Vice Pres. Academic Affairs

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

SRAs/Aides, Laborers, driver, clerks, Lab. Tech., Instructors

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
computer, typewriter, calculator, laboratory/Audiovisual equipments

18. CONTACT

19. WORKING CONDITION

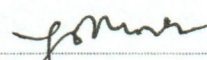
	Occasional	Frequent
General Public	<u> x </u>	<u> </u>
Other agencies	<u> </u>	<u> x </u>
Supervisors	<u> </u>	<u> x </u>
Management	<u> </u>	<u> x </u>
Others (specify)	<u> </u>	<u> </u>

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

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

12-28-98

Date


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, instruction 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: Master's degree in the area of specialization

Experiences: not required

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

none

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

1/5/99

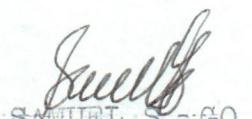
Date


LELITA R. GONZAL

Signature and Title of Immediate Supervisor

25. APPROVED:

Date


SAMUEL S. GO
Head of Agency