

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

SINON FELICIANO GUNO
(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/
BOARD RES/
ORD. NO.
ITEM NO.

ACT/
BOARD RES/
ORRD. NO.
ITEM NO. VISCAD - AP2-11-2004

7a. SALARY P.A. ₱ 201,504-

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION
Associate Professor I

9. WORKING PROPOSED TITLE

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:

10 %	In-charge of the postharvest and processing section
60 %	Plan and implement research and extension program on abaca postharvest and processing
25 %	Design and fabricate prototypes for postharvest and processing and production of abaca
5 %	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

Professor/Director ODREx

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, Laborers

230

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

18. CONTACT

Occasional Frequent

General Public

x

Other agencies

x

Supervisors

x

Management

x

Others (specify)

19. WORKING CONDITION

Normal Working Condition

x

Field Work

x

Field Trips

x

Exposed to varied weather

x

Other (specify) travels

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

Feb. 14, 2006

Date

FELICIANO G. SINON

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: Relevant masteral degree

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

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.

2/20/06

Date

LELITA R. GONZAL

Director, NARC

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency