

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

MORENO LUZ O
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

NARC VISCA

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP.
ACT/ RA 7180
BOARD RES/
ORD. NO.
ITEM NO. 157-1

6b. PREV. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION

P42,912.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL 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

D U T I E S

50%

1. Plans & implements research on abaca improvement.

10%

2. In-charge of abaca germplasm collection.

15%

3. Perform extension activities.

15%

4. Handles laboratory classes in Botany.

10%

5. Performs duties as chairman/member of different committees in the Center.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

NARC Director

Director of 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)

None

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

Typewriter, computer, laboratory equipment

18. CONTACT

19. WORKING CONDITION

General Public
Other Agencies
Supervisors
Management
Others (Specify)

Occasional

Frequent

Normal Working Condition

Field Work

Field Trips

Exposed to Varied Weather

Others (Specify)

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

Date

Signature of Employee

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

To conduct research & extension services 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 qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education: BS degree w/ specific area of specialization plus
Experience: other requirements per QS of the College

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

None

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Head of Agency