

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		3. BUREAU OR OFFICE National Abaca Research Center	
4. DEPT./BRANCH/DIVISION  NARC		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. 157-1 ITEM NO.	6b. PREV. APPROP. ACT/ BOARD RES/ RA 7180 ORD. NO. 157-1 ITEM NO.	7a. SALARY P.A. AUTHORIZED ACTUAL	7b. OTHER COMPENSATION COLA
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR II (R/E)		9. WORKING PROPOSED TITLE INSTRUCTOR II (R/E)	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (Leave Blank)	

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS

<input type="checkbox"/> MUNICIPALITY	<input type="checkbox"/> CITY	<input type="checkbox"/> PROVINCE
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1st	2nd	3rd	4th	5th	6th
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of Working Time	DUTIES:
50%	Plans and implements research on abaca improvement
15%	In-charge abaca germplasm collection
15%	Performs extension activities (acts as resource person during trainings and investment forum)
10%	Handles laboratory classes in Botany/Tree Physiology
5%	Performs duties as chairman and or member of the different committees in the center
5%	Performs duties that may be assigned from time to time by the immediate supervisor/Director
100%	

Director

100%



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor/NARC Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor/ODR Director/ODEX-NFE Director

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

Science Research Assistants/Adie- 4 ; Laborers - 4

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

computer, typewriter, calculator , laboratory equipment

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

Others (specify)

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

August 21, 1996

Date

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 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 with relevant area of specialization

Experience: 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.

Aug. 25, 1996  
Date

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

25. APPROVED:

Date

SAMUEL S. GO  
President, VISCA  
Head of Agency