

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

1. NAME OF EMPLOYEE

MORENO LUZ ORDIZ

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

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

SUC

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

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

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR II

9. WORKING PROPOSED TITLE

INSTRUCTOR II

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 attached 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 (act as resource person during trainings and investment forum)
10 %	Performs duties as chairman and or member of the different committees in the center
10 %	Performs duties that may be assigned from time to time by the Director
<hr/>	
P	
100 %	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director ODRD

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

Research Assistants and Laborers

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
computer, calculator, laboratory equipment

18. CONTRACT

	Occasional	Frequent
General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[]	[x]
Other (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.

10-15-10

Date

LUZ O. MORENO

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:

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

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

Date

LEILITA R. GONZAL

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN
President

Head of Agency