

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

1. NAME OF EMPLOYEE
GALAMBAO MARCIANA BAJA
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE
National Abaca Research Center

5. WORK STATION/PLACE OF WORK

LSU, Baybay, Leyte

6a. PRES. APPROP.

ACT/ ☒
BOARD RES/ ☐
ORD. NO. ☒
ITEM NO. ☒

6b. PREV. APPROP.

ACT/ ☐
BOARD RES/ ☐
ORD. NO. ☐
ITEM NO. ☐

7a. SALARY P.A.

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Science Research Assistant

9. WORKING PROPOSED TITLE

Science Research Assistant

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:

30%

Conduct technical review of the different approaches in producing genetically modified (GM) abaca resistant to virus diseases

30%

Gather literatures in the different approaches in producing GM abaca

20%

Interview experts involved in producing GM crops resistant to virus diseases

10%

Assists in identifying laboratories locally and abroad that have the facilities and experts to undertake specific activities

10%

Assists in determining timelines in developing GM abaca

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).

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

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> X </u>
Other (specify) travels	<u> </u>

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

7-6-06
Date

MARCIANA B. GALAMBAO
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.

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: Bachelor's degree in the area of specialization

Experiences: not required

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.

Date

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

25. APPROVED:

Date

PACIENCIA P. MILAN
Head of Agency