

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 UNIVERSITY

3. BUREAU OR OFFICE  
Visayas State University

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Visayas State University

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

6b. PREV. APPROP. ACT/  
BOARD RES/  
ORRD. NO.  
ITEM NO. **APR02-9-2011**

7a. SALARY P.A. **393-720.00**

7b. OTHER COMPENSATION: PERA/ACA **24,000.00**

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Associate Professor II

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:

55%

Plans and implements research on abaca

10 %

Performs extension activities (acts as resource person during trainings & investment forum)

10%

In-charge abaca germplasm collection

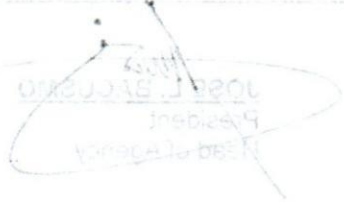
15 %

Handles laboratory classes in Botany 21/Botany 113

10 %

Performs other duties assigned by the immediate supervisor

100 %

  
RUBEN M. GAHSAN  
President  
Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Professor/VP, 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).  
SRAs, Aides, Laborers

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
Computer, calculator, Laboratory equipment.

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.

11/10/11  
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 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: Master's degree in the area of specialization

Experiences: **2 years of relevant experience**

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

24. I hereby certify that the above answers are accurate and complete.

11/11/11  
Date

RUBEN M. GAPASIN  
Director, NARC  
Signature and Title of Immediate Supervisor

25. APPROVED:

        
Date

JOSE L. BACUSMO  
President  
Head of Agency