

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY?
LOCAL GOVERNMENT
VISAYAS STATE COLLEGE OF AGRICULTURE
4. DEPT./BRANCH DIVISION

1. NAME OF EMPLOYEE

MORENO (FAMILY NAME) LUZ (GIVEN NAME) (M.I.)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ RA 6831 ACT/
BOARD RES./ BOARD RES./
ORD. NO. 176-9 ORD. NO.
ITEM NO. 176-9 ITEM NO.

7a. SALARY P.A. ; 7b. OTHER COMPEN-
SATION

AUTHORIZED
ACTUAL

₱42,480.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I. (Res/Ext)

9. WORKING OR PROPOSED TITLE

Instructor I (Res/Ext)

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

70%

1. Implement research in abaca production, crop improvement and utilization.

10%

2. Make project proposals on crop improvement & production of abaca.

10%

3. Perform other duties that may be assigned from time to time by the immediate supervisor.

5%

4. Teach laboratory courses on Botany.

5%

5. Perform extension activities.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

Weighing scale, meterstick, stripper, etc.

18. CONTACTS

	Occasional	Frequent
General Public	☒	☐
Other Agencies	☒	☐
Supervisors	☐	☒
Management	☐	☒
Others (Specify)	☐	☐

19. WORKING CONDITION

Normal Working Condition	☒
Field Work	☐
Field Trips	☐
Exposed to varied Weather	☐
Others (Specify)	☐

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

Jan 14, 1992
Date

LUZ O. MORENO
Signature of Employee

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

To conduct researches and extension activities on abaca.

22. Describe briefly the general function of the position.

In-charge of the Production Section of the Center. To plan and implement researches on cultural management & cropping systems of abaca.

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.

LEBITA R. GONZAL
Date

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

25. APPROVED:

M. R. VILLANUEVA
Date

M. R. VILLANUEVA
Head of Agency