

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLOYEE MORENO LUZ O.	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		3. BUREAU OR OFFICE National Abaca Research Center	
4. DEPT./BRANCH/DIVISION VISAYAS STATE COLLEGE OF AGRICULTURE National Abaca Research Center		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPROP. ACT/ BOARD RES/ RA 7663 ORD. NO. ITEM NO. 142-2	6b. PREV. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. AUTHORIZED ACTUAL 51,312.00	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 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:

40%

Plans and implements research on abaca improvement

10%

In-charge abaca germplasm collection

15%

Performs extension activities (act as resource person during trainings and investment forum)

15%

Handles laboratory classes in Botany/Tree Physiology

10%

Perform duties as chairman and/or member of the different committee in the center.

5%

Prepare brochure on abaca products and other publications

5%

Performs duties that may be assigned from time to time by the Director.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Research & Extn.

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.

computer, typewriter, calculator, laboratory equipment

18. CONTACT

Occasional Frequent

General Public	_____	_____
Other Agencies	<u>X</u>	_____
Supervisors	<u>X</u>	_____
Management	_____	<u>X</u>
Others (specify)	_____	<u>X</u>

19. WORKING CONDITION

Normal Working Condition	<u>X</u>
Field Work	_____
Field Trips	_____
Exposed to varied weather	_____
Others (specify)	_____

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

Jan 6, 1995
Date

[Signature]
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 w/ specific area of specialization**
Experience: **plus 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.

Date

[Signature]
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

[Signature]
Head of Agency