

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLOYEE MORENO LUZ O. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE COLLEGE OF AGRICULTURE		3. BUREAU OR OFFICE National Abaca Research Center	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPROP. ACT/ BOARD RES/ 7180 ORD. NO. ITEM NO.	6b. PREV. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. AUTHORIZED ACTUAL 22,012	7b. OTHER COMPENSATION COLA
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I (R/E)		9. WORKING PROPOSED TITLE INSTRUCTOR I (R/E)	
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:

50%

Plans and implements research on abaca improvement

15%

In-charge abaca germplasm collection

15%

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

10%

Handles laboratory classes in Botany/Tree Physiology

5%

Performs duties as chairman and or member of the different committees in the center

5%

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

100%

Director

Director

Director

Director

Director

Director

Director

Director

Director

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor/NARC Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor/ODREx Director

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

Science Research Assistants/Aide-4 ; Laborers- 4

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

computer, typewriter, calculator, laboratory equipment

18. CONTACT

	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	
Other Agencies	<input checked="" type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>
Management		<input checked="" type="checkbox"/>
Others (specify)		

19. WORKING CONDITION

Normal Working Condition	
Field Work	<input checked="" type="checkbox"/>
Field Trips	<input checked="" type="checkbox"/>
Exposed to varied weather	
Others (specify)	

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

Dec. 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: **B.S degree with relevant area of specialization**

Experience: **required**

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

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

25. APPROVED:

Date

SAMUEL S. GO
PRESIDENT
Head of Agency