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REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>MORENO</u> <u>LUZ</u> <u>O.</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <u>Visayas State College of Agriculture</u>		3. BUREAU OR OFFICE <u>National Abaca Research Center</u>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK <u>Baybay, Leyte</u>	
6a. PRES. APPRC. ACT/BOARD RES/ORD. NO. ITEM NO. <u>157-1</u> 6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO. <u>RA 7180</u>		7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION <u>INSTRUCTOR I</u>		9. WORKING PROPOSED TITLE <u>INSTRUCTOR I</u>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION 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 attached 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 (acts 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 tome by the immediate supervisor/Director.	
100%	:		

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR Preofessor/Director (NARC)</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Professor/ODRD Director</p>																												
<p>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/Aides - 4; Laborers 4</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, typewriter, calculator, laboratory equipments</p>																													
<p>18. CONTRACT</p> <table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[X]	[]	Supervisors	[X]	[]	Management	[X]	[X]	Other (Specify)	[]	[X]	<p>19. WORKING CONDITION</p> <table border="0" style="width: 100%;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition	[X]	Field Work	[X]	Field Trips	[X]	Exposed to Varied Weather	[]	Others (Specify)	[]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <p style="text-align: center;"> <u>December 5, 1997</u> Date <u><i>[Signature]</i></u> Signature of Employee </p>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="padding-left: 40px;">To conduct research and extension services on all aspects of abaca.</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="padding-left: 40px;">To do research and extension work.</p>																													
<p>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).</p> <p>Education: Bachelor's degree in the area of specialization</p> <p>Experience: None required</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <p style="text-align: center;"> <u> </u> Date <u><i>[Signature]</i></u> Signature and title of Immediate Supervisor </p>																													
<p>25. APPROVED:</p> <p style="text-align: center;"> <u> </u> Date <u><i>[Signature]</i></u> SAMUEL S. GO Head of Agency </p>																													