

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

SINON

FELICIANO

GUNO

(Family Name)

(Given Name)

(Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

National Abaca Research Center

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

LSU, Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

P 169,176.00

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ORD. NO.

ITEM NO.

ITEM NO.

7b. OTHER COMPENSATION

VisCAB-AP2-11-2004

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor II

9. WORKING PROPOSED TITLE

Assistant 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:

10 %

In-charge of the postharvest and processing section

60 %

Plan and implement research and extension program on abaca postharvest and processing

25 %

Design and fabricate prototypes for postharvest and processing and production of abaca

5 %

Performs other duties assigned by the immediate supervisor

100 %

LEITA R. GONZALES

Director, NARC

PACIFICIA P. MILAN

President

Head of Agency

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor/Director REPO

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

SRA,s, Laborers

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

calculator, pens, etc.

18. CONTACT

Occasional Frequent

General Public  
Other agencies  
Supervisors  
Management  
Others (specify)

X  
        
        
        
      

19. WORKING CONDITION

Normal Working Condition  
Field Work  
Field Trips  
Exposed to varied weather  
Other (specify) travels

X  
X  
X  
X  
      

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

Nov. 8, 2005

Date

FELICIANO C. SINON

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: Relevant masteral degree

Experiences: 2 years of relevant experience; 8 hours of relevant training.

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

BS in Agriculture

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

11-08-05

Date

LELITA R. GONZAL

Director, NARC

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

President  
Head of Agency