

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

MORENO

LUZ

O.

(FAMILY NAME)

(GIVEN NAME)

(M.I.)

3. BUREAU OR OFFICE

2. DEPARTMENT, CORPORATION OR AGENCY?
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH DIVISION

NARC, VISCA

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

: 6b. PREV. APPROP.

ACT/ RA 6831

ACT/

BOARD RES./

BOARD RES./

ORD. NO.

ORD. NO.

ITEM NO. 116-6

ITEM NO.

7a. SALARY P.A.

; 7b. OTHER COMPEN-
SATION

AUTHORIZED

ACTUAL P42,480.00

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

85%

1. In-charge, Production Section of NARC;
Prepare program for the section;
Plan & implement researches on cultural management
and production of abaca.

15%

2. Perform other functions as the supervisor may assign.

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Handwritten signature

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.

Typewriter, calculator, 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. 15, 1991
Date

Joan
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.

Date

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

25. APPROVED:

Date

M. R. Villanueva
M. R. VILLANUEVA
Head of Agency