

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

DUATIN FLORA MIA YULORES
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE

Visayas State University

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Visayas State University

6a. PRES. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES/

ORRD. NO.

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

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:

60 %

Plans and implements research and extension program on *in vitro* propagation of abaca

15 %

In-charge Tissue Culture Laboratory

10 %

Teaches courses at the Department of Pest Management and other department that would request her expertise

5 %

Takes charge of the center's abaca showcase/abaca world

5 %

Acts as resource person during training and consultation

5 %

Performs other duties and responsibilities assigned by the Director

100 %

JOSEF M. GARCIA
Head of Agency

Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor/Vice Pres. R & E

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

SRA, Lab. Aide, Laborer

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

18. CONTACT

General Public

Other agencies

Supervisors

Management

Others (specify)

Occasional Frequent

x

x

x

x

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied weather

Other (specify) travels

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

Date

FLORA MIA Y. DUATIN
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 instruction works.

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: Bachelor's degree in the area of specialization

Experiences: not required

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.

Date

RUBEN M. GAPASIN
Director, NARC

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency