

REPUBLIC OF THE PHILIPPINES
EC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

NARC, VISCA, Baybay, Leyte

1. NAME OF EMPLOYEE

MORENO

LUZ

ORDIZ

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

ACT/ EO 87

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.

AUTHORIZED

ACTUAL P 23,580.00

7b. OTHER COMPEN-
SATION

COLA

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

9. WORKING PROPOSED TITLE

Science Research Specialist

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 ☐

PROVINCIAL ☐

1st 2nd 3rd 4th 5th 6th
: : : : : :
: : : : : :

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of: DUTIES ---

Working
Time

80%

1. To implement research in abaca production and management.

10%

2. Make project proposals in abaca cropping system.

10%

3. Perform other duties that may be assigned from time to time.

34-6

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Acting Director, NARC : 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, meter stick, weighing balance, etc.

18. CONTACT	Occasional	Frequent	:	19. WORKING CONDITION	:
General Public	: X :	:	:	Normal Working Condition	: X :
Other Agencies	: X :	:	:	Field Work	: X :
Supervisors	:	: X :	:	Field Trips	:
Management	:	: X :	:	Exposed to varied Weather	:
Others (Specify)	:	:	:	Others (Specify)	:

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

July 19, 1989
Date

LUZ O. MORENO
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To do research and extension services

22. Describe briefly the general function of the position.

To plan and implement researches on abaca production and management.

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 Agriculture

Experience: At least 3 years experience in crop production

23b. Licenses or certificates required to do this work, if any.
None

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

July 19, 1989
Date

LELITA G. GONZAL - Acting Director
Signature and Title of Immediate Supervisor

25. APPROVED:

July 21/89
Date

M. R. VILLANUEVA
Head of Agency