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| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                  | 1. NAME OF EMPLOYEE<br><br><div style="display: flex; justify-content: space-around; font-weight: bold;"> <span>TROYO</span> <span>ANITA</span> <span>DY</span> </div> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div> |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br><br><b>Leyte State University</b><br><small>Visayas State College of Agriculture</small>                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                  | 3. BUREAU OR OFFICE<br><br><b>Leyte State University</b>                                                                                                                                                                                                                                                                                    |  |
| 4. DEPT./BRANCH/DIVISION<br><br><b>PhilRootcrops</b>                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                  | 5. WORK STATION/PLACE OR WORK<br><br><b>Baybay, Leyte</b>                                                                                                                                                                                                                                                                                   |  |
| 6a. PRES. APPRO<br>ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO.                                                                                                                                                                                                                                                                                                                                       | 6b. PREV. APPRO<br>ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO.                                                                                                                                                                                                                                                                    | 7a. SALARY P.A.<br><br><b>P45,132.00 for 6 mos.</b><br>7b. OTHER COMPENSATION:                                                                                                                                                                                                                                                              |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br><br><b>Science Aide</b>                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                  | 9. WORKING PROPOSED TITLE                                                                                                                                                                                                                                                                                                                   |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                  | 11. OCCUPATION GROUP TITLE<br><small>(leave blank)</small>                                                                                                                                                                                                                                                                                  |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ]<br><br><div style="display: flex; justify-content: space-around; font-size: small;"> <span>1<sup>ST</sup></span> <span>2<sup>ND</sup></span> <span>3<sup>RD</sup></span> <span>4<sup>TH</sup></span> <span>5<sup>TH</sup></span> <span>6<sup>TH</sup></span> </div> |                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                             |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                             |  |
| Percent of<br>Working Time                                                                                                                                                                                                                                                                                                                                                                          | D U T I E S                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                             |  |
| 40%<br><br>20%<br>20%<br>10%<br>10%                                                                                                                                                                                                                                                                                                                                                                 | 1. To analyze the HCN and dry matter content of cassava hybrid progenies;<br>2. To organize and analyze laboratory data;<br>3. To take charge of sample preparation of cassava;<br>4. To take care of the cleanliness and orderliness of the laboratory area; and<br>5. To do other tasks assigned to her by the project leader. |                                                                                                                                                                                                                                                                                                                                             |  |



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Professor I

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Center Director

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.  
Balance, calculator, knife, test tube, oven, filter paper, etc.

18. CONTRACT

General Public  
Other Agencies  
Supervisors  
Management  
Others (Specify)

| Occasional | Frequent |
|------------|----------|
| [ ]        | [ ]      |
| [ ]        | [ ]      |
| [ ]        | [ ]      |
| [ ]        | [ ]      |
| [ ]        | [ ]      |
| [ ]        | [ ]      |

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.

5-19-40.3  
Date

ANITA D. TROYO  
Signature of Employees

21. Describe briefly the general function of the Unit or Section.  
To breed and screen root crops for good quality and resistance to insect pests and diseases.

22. Describe briefly the general function of the position.  
To assist in the implementation of the aforementioned project.

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: A completion of two-year college work.

Experience: none

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

none

4. I HEREBY CERTIFY that the above answers are accurate and complete.

5-27-07  
Date

ALGERICO M. MARISCAL - Professor I  
Signature and Title of Immediate Supervisor

APPROVED:

Date

PACIENCIA P. MILAN  
Head of Agency