

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE	
		BABILONIA MARISSA PETALLANA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION DEPT. OF BIOLOGICAL SCIENCES		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VIS-CAB-	7a. SALARY P.A.: P 96,960.00 06960	
		7b. OTHER COMPENSATION/ERA/ACA P 24,000.00 ADA3-213-2004	
8. OFFICIAL DESIGNATION OF POSITION ADMINISTRATIVE ASST. II		9. WORKING PROPOSED TITLE ADMINISTRATIVE AIDE III	
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 [] PROVINCE []			
1st 2nd 4th 5th 6th [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Present of : Planning Time :			
DUTIES			
60% : Prepared lab. specimens, chemicals and other materials needed in each 60-70 lab. classes conducted each week.			
20% : Took charge in preparing and dispensing glassware and other materials needed by students and lab. instructors.			
10% : Attended to the regular cleaning and minor repairs/ adjustments of lab. equipment.			
4% : Assists the students when using laboratory equipment.			
3% : Makes requisition of laboratory chemicals, lab. supplies needed for instruction.			
2% : Supervised in the maintenance and orderliness of laboratory rooms.			
1% : Submits to the property office glassware and equipment declared as waste.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <u>DEPARTMENT HEAD</u>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <u>DEAN</u>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <u>Microscopes, Distilling Apparatus, Balances, Hotplates, Stirrers, beakers, Test tubes, Flasks,</u>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	☐	☒	Other Agencies	☐	☐	Supervisors	☐	☐	Management	☐	☒	Others (Specify)	☐	☐	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">☒ <u>Laboratory Work</u></td> </tr> </tbody> </table>	Normal Working Condition	☐	Field work	☐	Field Trips	☐	Exposed to Varied Weather	☐	Other's (Specify)	☒ <u>Laboratory Work</u>
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20. I CERTIFY that the above answers are accurate and complete. <u>March 25, 2010</u> Date <u>MARILISSA P. BABILONIA</u> Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. <u>To deliver instruction, conduct research and extension activities in Biology and related fields.</u>																													
22. Describe briefly the general function of the position. <u>To prepare specimens, reagents and other materials needed for instruction.</u>																													
23.a. 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). <u>Completion of two years studies in college.</u> Education: _____ Experience: _____																													
23b. Licenses or certificates required to do this work, <u>CSC sub-prof elig.</u>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>March 25, 2010</u> Date <u>BEATRIZ S. BELONIAS / Dept. Head</u> Signature and Title of Immediate Supervisor																													
25. APPROVED _____ Date <u>JOSE L. BACUSMO</u> Head of Agency																													