

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TROYO ANITA DY <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Leyte State University		3. BUREAU OR OFFICE Leyte State University	
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 78,264.00 7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OR POSITION Science Aide		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 { } 1 st 2 nd 3 rd 4 th 5 th 6 th			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : DUTIES			
50%	a) To analyze the HCN and dry matter content of cassava hybrid progenies;		
20%	b) To organize and analyze laboratory data;		
20%	c) To take charge of sample preparation of cassava;		
10%	d) To take care of the cleanliness and orderliness of the laboratory area; and		
10%	e) To do other tasks assigned to her by the project leader.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Associate Professor

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.

Weighing scale, calculator, data sheets, etc.

18. CONTACT

	<u>Occasional</u>	<u>Frequent</u>
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

Nov. 24, 2005

Date

Admuyo
ANITA D. TROYO

Signature of Employee

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.

Assist in the implementation of the PRCRTC Proj. 075.

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: Completion of two years college work.

Experience: none

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

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

APPROVED:

Date

PACENCIA P. MILAN
Head of Agency