

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE <div style="text-align: center;"> <b>TROYO      ANITA      DY</b>  <small>(Family Name)      (Given Name)      (Middle Name)</small> </div>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  <div style="text-align: center;">Visayas State College of Agriculture</div>	3. BUREAU OR OFFICE  <div style="text-align: center;"><b>ViSCA, Baybay, Leyte</b></div>
4. DEPT./BRANCH/DIVISION <div style="text-align: center;"><b>PhilRootcrops</b></div>	5. WORK STATION/PLACE OR WORK <div style="text-align: center;"><b>Baybay, Leyte</b></div>
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.
7a. SALARY <del>Rate</del> <div style="text-align: center;"><b>P40,444.30 for 6 mos.</b></div>	
7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION  <div style="text-align: center;"><b>Science Aide</b></div>	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE <small>(leave blank)</small>
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [    ]                      CITY [    ]                      PROVINCE [    ] <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <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 Working Time	D U T I E S
40%	To analyze the HCN and dry matter content of cassava hybrid progenies;
20%	To organize and analyze laboratory data;
20%	To take charge of sample preparation of cassava;
10%	To take care of the cleanliness and orderliness of the laboratory area; and
10%	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, TOLLS, etc. used regularly in performance of work.

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

18. CONTRACT

	<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.

\_\_\_\_\_  
Date

*Anita D. Troyo*  
**ANITA D. TROYO**

\_\_\_\_\_  
Signature of Employees

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

**Development of new cassava varieties**

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 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.

**07-05-01**  
\_\_\_\_\_  
Date

*Algerico M. Mariscal*  
**ALGERICO M. MARISCAL - Assoc. Professor**

\_\_\_\_\_  
Signature and Title of Immediate Supervisor

25. APPROVED:

\_\_\_\_\_  
Date

*Paciencia P. Milan*  
**PACIENCIA P. MILAN**

\_\_\_\_\_  
Head of Agency