

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LUNACAD ANICETA MORINO
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU
4. DEPT./BRANCH/DIVISION DEPARTMENT OF AGRONOMY AND SOIL SCIENCE		5. WORK STATION/PLACE OF WORK LSU
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VISCAB-LABT2-34-2005	7a. SALARY P.A.: P 104,508.00 7b. OTHER COMPENSATION: PERA/ACA
8. OFFICIAL DESIGNATION OF POSITION LABORATORY TECHNICIAN II		9. WORKING PROPOSED TITLE LABORATORY TECHNICIAN II
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 []		
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.		
Percent of Working Time:		
DUTIES		
60 1. Analysis of soil and plant tissue samples which includes: a) Lab coding of samples received b) Weighing samples for analysis and for oven-drying c) Prepares reagents needed for the analysis d) Computation and consolidation of data e) Issue billing slips for lab accounts & release results of analysis 15 2. Assists Lab Instructors in the following: a) Prepares reagents b) Setting up exercises c) Releasing/receiving of materials 10 3. Operates & maintains Lab equipment & make regular inventory of chemicals and lab supplies. 5 4. Prepares monthly progress report for SRTPAL/Seed Production Project as required by LSU 5 5. Assists in training programs conducted by the department/attends to visitors in the laboratory 5 6. Performs other duties which may be assigned by the incharge of SRTPAL or Department Head.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) Laborer and Student																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. pH meter, Spectrophotometer, balances (Analytical/top loading), Furnace, oven, distiller etc.																			
18. CONTACT <table style="width: 100%; border: none;"> <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;">[<input checked="" type="checkbox"/>]</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;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</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	[]	[<input checked="" type="checkbox"/>]	Other Agencies	[]	[]	Supervisors	[]	[<input checked="" type="checkbox"/>]	Management	[]	[<input checked="" type="checkbox"/>]	Others (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [<input checked="" type="checkbox"/>] Field work [] Field Trips [] Exposed to Varied Weather Other's (Specify) [<input checked="" type="checkbox"/>] Exposed to hazardous chemicals
	Occasional	Frequent																	
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Management	[]	[<input checked="" type="checkbox"/>]																	
Others (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> March 15, 2006 <hr style="width: 100px; margin: 0 auto;"/> Date </div> <div style="text-align: center;"> ANICETA M. LUMACAD <hr style="width: 100px; margin: 0 auto;"/> Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services in the field of Agron. & Soil Science.																			
22. Describe briefly the general function of the position. Analysis of soil and plant tissue samples and assists laboratory instructors for instruction, research & extension.																			
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). Education: Completion of two years studies in college. Experience: 1 year of relevant experience; 4 hours of relevant training.																			
23b. Licenses or certificates required to do this work, if any. CSC ELIG. - Sub prof.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> March 15, 2006 <hr style="width: 100px; margin: 0 auto;"/> Date </div> <div style="text-align: center;"> MR. VICTOR B. ASIO <hr style="width: 100px; margin: 0 auto;"/> Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <hr style="width: 100px; margin: 0 auto;"/> Date </div> <div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency </div> </div>																			