

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

(Family Name) **RAMAL**

(Given Name) **ALLAN**

(Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE

DAO-PS, VISCA

4. DEPT./BRANCH/DIVISION

Ag Chemistry & Food Science

5. WORK STATION/PLACE OF WORK

DAO-PS, VISCA

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ORD. NO.

ITEM NO.

ITEM NO.

7a. SALARY P.A. : 7b. OTHER COMPENSATION

AUTHORIZED

P42,004.80

ACTUAL

P3,500.40

8. OFFICIAL DESIGNATION OF POSITION

Science Research Assistant

9. WORKING PROPOSED TITLE

Science Research Assistant

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

3rd

4th

5th

6th

☐
☐
☐
☐
☐
☐

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of:
Working
Time

DUTIES:-

20%

30%

30%

15%

5%

1. To gather and dry plant samples from the field.

2. To perform phytochemical screening for major secondary metabolites from dried plant samples.

3. To test for genotoxic properties of plant extract/isolate.

4. To assist the study leader in preparing reports.

5. To do other functions as maybe given by the study leader.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Asst. Professor/Study leader : Head, DAC-PS/Asst. Professor
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

NA

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Glasswares, rotavapor, UV-spectrophotometer, etc.

18. CONTACT	:	19. WORKING CONDITION
General Public	Occasional Frequent	Normal Working Condition
Other Agencies		Field Work
Supervisors		Field Trips
Management		Exposed to varied Weather
Others (specify)		Others (specify)

20. I CERTIFY that the above answers are accurate and complete.

Feb 22, 1993

Date

[Signature]
Signature of Employee

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

Instruction

22. Describe briefly the general function of the position.

To assist the study leader in conducting laboratory works

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: BSAC Graduate

Experience: Undergrad Thesis

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

NA

24. I hereby certify that the above answers are accurate and complete.

Date

[Signature]
CANDELARIO L. CALIBO
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

[Signature]
ELISAO R. TORRES
Head of Agency

/asm/8/31/88