

REPUBLIC OF THE PHILIPPINES
BC-CSC FORM NO. 1
(Position Description Form)

: 1. NAME OF EMPLOYEE
:
: PALERMO VICTORIA G.
: (Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/ 3.
LOCAL GOVERNMENT

BUREAU OR OFFICE

VSU, Visca, Baybay City, Leyte

OVPRE, VSU, Visca, Baybay City, Leyte

4. DEPARTMENT/BRANCH/DIVISION
OVPRE, VSU, Visca

: 5. WORK STATION/PLACE OF WORK
:
Baybay City, Leyte

6a. PRES. APPROP. ACT: 6b. PREV. APPROP.
BOARD RES./ : ACT/BOARD RES./
ORD. NO. : ORD. NO.
ITEM NO. : ITEM NO.

: 7a. SALARY : 7b. OTHER COMPENSATION
:
AUTHORIZED
ACTUAL
SG 13 -P21,436.00/mo PERA & ACA-P2,000.00/mo

8. OFFICIAL DESIGNATION OF POSITION
Science Research Specialist 1

: 9. WORKING OR PROPOSED TITLE
:

10. WAPCO CLASSIFICATION OF THIS POSITION : 11. OCCUPATIONAL GROUP TITLE (Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS'S CLASS

MUNICIPALITY / x /		CITY / /		PROVINCE / /	
1 st	2 nd	3 rd	4 th	5 th	6 th
/ x /	/ /	/ /	/ /	/ /	/ /

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

- 20 % Assist the laboratory in-charge in the overall activities of the Plant Disease Diagnostic Laboratory.
- 10 Act as liaison to farmers, researchers and other clientele of the laboratory in-charge.
- 10 Do initial diagnosis of plant disease specimens being brought to the laboratory by any clientele.
- 10 Do DNA analysis of plant pathogens like ABTV/BBTV and Phytophthora.
- 10 Travel to farmer's field to do actual assessment and initial diagnosis of disease when necessary, and collect specimens for laboratory confirmation of diagnosis.
- 10 Prepare materials for the laboratory, such as washing and sterilization of glasswares, pipette tips, microfuge tubes, prepare the needed buffers and chemical reagents for the laboratory.
- 5 Package research proposals and may act as study leader if needed.
- 5 Assist students in conducting undergraduate thesis and may act as undergraduate thesis co-adviser.
- 5 Do some administrative work such as filing of records, preparing purchase requests and vouchers and act as messenger for the laboratory documents.
- 5 Oversee the overall cleanliness and safety of the laboratory and its vicinity. See to it that the doors are locked, windows are closed, all equipment unplugged before leaving the laboratory after office hours.
- 5 Do overtime work as needed especially when laboratory analyses could not be finished within office hours and attend scientific fora and trainings related to over all activities of the laboratory.
- 5 Prepare annual reports regarding the activities and accomplishments of the laboratory and do related works requested by laboratory incharge..

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

Head, PDDL

Vice President

16. NAME, TITLE AND ITEM NO. OF THOSE YOU ARE DIRECTLY SUPERVISE (If more than 7).

List only by their Item Nos. and Titles) none

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK

Microcentrifuge, PCR machine, microscope, laminar flow hood, electrophoresis machine, etc.

18. CONTACTS

19. WORKING CONDITION

	Occasional	Frequent		
General Public	: X :	:	Normal Working Condition	: X :
Other Agencies	: X :	:	Field Work	:
Supervisors	:	: X :	Field Trips	:
Management	:	: X :	Exposed to Varied weather	:
Others (Specify)	:	:	Others (Specify)	:

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

6/16/14

Date

VICTORIA G. PALERMO

Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION.

Early detection of plant diseases especially virus diseases of abaca.

Disease indexing of tissue cultured materials and other plant samples.

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.

Assist in the diagnosis of plant diseases submitted to the laboratory for analysis.

Do laboratory work, do administrative work such as preparing PRs, vouchers, file documents for the

laboratory; act as liason officer of the laboratory. Package new research proposal and may act as study leader as needed

23a. Indicate the Required Qualification by years and kind of Education considered in filling up a vacancy of this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should filled for all positions other than teaching.

Education: BS with specific area of specialization plus other requirements per QS of the university

Experience: CSC Professional Eligibility

23b. LICENSES OR CERTIFICATES REQUIRED DOING THIS WORK, IF ANY.

22. I HEREBY CERTIFY that the above answers are accurate and complete.

6/16/14

Date

LUCIA M. BORINES, Head, PDDL

Signature and Title of
Immediate Supervisor

23. APPROVED: