

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

GODOY CYNTHIA DOLORES V.
(FAMILY NAME) (GIVEN NAME) (M.I.)

3. BUREAU OR OFFICE

2. DEPARTMENT, CORPORATION OR AGENCY?
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH DIVISION

PRCRTC, VISCA

5. WORK STATION/PLACE OF WORK

Barbar, Leyte

6a. PRES. APPROP.

: 6b. PRES. APPROP.

ACT/ EO 87
BOARD RES./

ACT/
BOARD RES./

ORD. NO.

ORD. NO.

ITEM NO. 30

ITEM NO.

7a. SALARY P.A.

; 7b. OTHER COMPEN-
SATION

AUTHORIZED

ACTUAL

₱53,016.00

8. OFFICIAL DESIGNATION OF POSITION

Chemist II (Res/Ext)

9. WORKING OR PROPOSED TITLE

Chemist II (Res/Ext)

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

30%

1. Takes charge of the service laboratory and maintains the different laboratory equipment.

30%

2. Monitors the use and disposal of laboratory apparatus, chemicals and supplies.

25%

3. Provides assistance in the chemical analysis work of the different sections of the Center.

10%

4. Makes periodic report on the activities made in the laboratory and the conditions & status of the equipment and apparatus.

5%

5. Trains and supervises the staff members who are new in the use of laboratory equipment.
Performs other duties that may be assigned by the Director.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, PRCRTC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Research & Extension

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.

Spectrophotometer, pH meter, flame photometer, analytical balance, etc.

18. CONTACTS

	Occasional	Frequent
General Public	: X :	: :
Other Agencies	: X :	: :
Supervisors	: :	: X :
Management	: :	: X :
Others (Specify)	: :	: :

19. WORKING CONDITION

Normal Working Condition	: X :
Field Work	: :
Field Trips	: :
Exposed to varied Weather	: :
Others (Specify)	: :

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

Date

Cynthia Dolores V. Godoy
CYNTHIA DOLORES V. GODOY
Signature of Employee

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

To conduct research, instruction, training, extension services & coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

In-charge of the service laboratory and maintain the different laboratory equipment
Monitor the use and disposal of laboratory apparatus, chemical and supplies.

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: BS degree in Chemistry

Experience: 3 years experience which provide a general knowledge in the performance of chemical analysis of plant products, by-products and fertilizers.

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

CS eligibility

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

Date

Manuel K. Palomar
MANUEL K. PALOMAR - Director
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva
M. R. VILLANUEVA
Head of Agency