

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		VILLAGONZALO, GINAS AUREA A. (Family Name) (Given Name) Middle Name
3. BUREAU OF OFFICE		VISCA
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK
Dept. of An. Sci. and Vet. Med.		VISCA, Baybay, Leyte
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. Lump Sum	6b. PREV. APPROP ACT/ BOARD RES/ ORD. NO. ITEM NO. Lump Sum	7a. SALARY P.A. 7b. OTHER COMPENSATION
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE
Science Research Assistant		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 attached additional sheets.

 Percent of
Working Time

D U T I E S

70 %	1. Take charge of the analysis of all samples accepted in the laboratory and assist in the operation and management of the Animal Nutrition Laboratory.
5 %	2. Assist in the collection and analysis of the experimental data.
5 %	3. Assist in the processing of terminal reports.
15 %	4. Assist in the laboratory classes performed at the Animal Nutrition Lab.
5 %	5. Perform other duties which maybe assigned by the supervisor.
100 %	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor and Department Head

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.

Laboratory equipment, apparatus, chemicals and calculator

18. CONTACT

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

X

Management

X

Other (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.

December 31, 1997

Date

GINAS AUREA A. VILLAGONZALO

Signature of Employee

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

Instruction, Research and Extension

22. Describe briefly the general function of the position.

Take charge of the analysis of samples, operation and management of the DASVM Animal Nutrition Laboratory.

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 position other than teaching).

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

Experience: None required.

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

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

January 2, 1998

Date

SERENA L. SANCHEZ

Signature and Title of Immediate supervisor

25. APPROVED:

SAMUEL S. GO

Head of Agency