

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ASIO LUZ GENESTON (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE OVPRE, VSU Baybay City	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK Baybay City, Leyte	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. ViSCAB-SRAS-6-1998		7a. SALARY P.A.: P 192,612.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Science Research Assistant		9. WORKING PROPOSED TITLE	
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			
1. 55% Perform laboratory analysis works 2. 20% Keep records and maintain different laboratory equipment/apparatus 3. 20% Assist in the conduct studies to improve analytical procedures 4. 5% Perform related tasks assigned by the supervisor			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-weight: bold;">Science Research Specialist</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-weight: bold;">Professor</div>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">computer, printer, etc.</div>																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</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;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[X]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-top: 1px solid black; width: 100%;"></div> <div style="text-align: center; font-size: small;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="text-align: center; font-weight: bold; font-size: small;">LUZ G. ASIO</div> <div style="text-align: center; font-size: small;">Signature of Employee</div> </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">To provide research & extension services of the University.</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center;">Research</div>																			
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: Bachelor's degree in the field of specialization. Experience: 1 year of relevant experience; 4 hours of relevant training.																			
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">CSC Prof. Eligibility</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-top: 1px solid black; width: 100%;"></div> <div style="text-align: center; font-size: small;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="text-align: center; font-weight: bold; font-size: small;">CYNTHIA DOLORES V. GODOY</div> <div style="text-align: center; font-size: small;">Sci. Research Specialist</div> <div style="text-align: center; font-size: small;">Signature and Title of Immediate Supervisor</div> </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-top: 1px solid black; width: 100%;"></div> <div style="text-align: center; font-size: small;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="text-align: center; font-weight: bold; font-size: small;">JOSE L. BACUSMO</div> <div style="text-align: center; font-size: small;">Head of Agency</div> </div> </div>																			