

: 1. NAME OF EMPLOYEE
:
: SALAMAT, Elsie, Estrada
: (FAMILY NAME), (GIVEN NAME), (M.I.)

: 3. BUREAU OR OFFICE

DPP

: 5. WORK STATION/PLACE OF WORK

DPP

: ViSCA, Baybay, Leyte

7a. SALARY P.A.	7b. OTHER COMPENSATION
AUTHORIZED	
ACTUAL	
P 97,416.00	ACA + PERA

: 9. WORKING OR PROPOSED TITLE

Instructor

: Instructor

:11. OCCUPATIONAL GROUP TITLE
: (Leave blank)

MUNICIPALITY

CITY : _____ :

PROVINCE :

1st 2nd 3rd 4th 5th 6th
: : : : : :

Percent of:

Working :
Time :

55%

1. Teach courses in Biology and Plant Pathology

40%

2. Conduct research in Biointensive Garden Pest Monitoring and Control, Sweet Potato Virology, Abaca diseases, Biological control of Post harvest diseases of Sweet Potato and Yam.

03%

3. Host radio program, DYAC -Plant-Pest Clinic on the air.

02%

4. Act as academic adviser, act as students research committee member.

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

Director of Instruction

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.

Calculator, Microscope, Beaker, meter stick etc.

18. CONTACTS

Occasional

Frequent

General Public

: ☒ :

: ☐ :

Other Agencies

: ☒ :

: ☐ :

Supervisors

: ☒ :

: ☐ :

Management

: ☐ :

: ☐ :

Others (Specify)

: ☐ :

: ☒ students

19. WORKING CONDITION

Normal Working Condition

: ☒ :

Field Work

: ☒ :

Field Trips

: ☐ :

Exposed to varied Weather

: ☒ :

Others (Specify)

: ☐ :

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

Date

Elsie B. Salamat
ELSIE B. SALAMAT

Signature of Employee

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

Teaches Biology courses (Laboratory) & Plant Pathology both lab. & Lec.

22. Describe briefly the general function of the position.

Provide instruction, research and extension services.

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 area of specialization

Experience: None required

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

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

27 May 1997

Date

Bimbo T. Mandras
BIMBO T. MANDRAS

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Samuel S. Go
SAMUEL S. GO
Head of Agency