

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

1. NAME OF EMPLOYEE

SALAMAT      ELSIE      ESTRADA  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

Dept. of Plant Protection

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

VISCAB-INST2-10-1998

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.: ₱ 142,044.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

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 :

DUTIES

- |     |  |
|-----|--|
| 80% | Teach Microbiology, Biology & Plant Pathology laboratory courses;                            |
| 12% | Supervise conduction of research on abaca germplasm screening against fusarium wilt disease; |
| 4%  | Act as subject matter specialist of the pest clinic;   |
|     | Produce & air broadcast program: Plant Pest Clinic on Air at radio station DYAC;             |
| 4%  | Does department & other activities.  |



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
**Department Head**

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.  
**computer, typewriter, puncher, stapler, ruler, ball pen, etc.**

18. CONTRACT

Occasional Frequent

General Public	[ ]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[x]	[ ]
Management	[ ]	[ ]
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.

Oct. 16, 2001

Date

ELSIE E. SALAMAT

Signature of Employee

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

**To provide instruction, research & extension services.**

22. Describe briefly the general function of the position.

**To provide instruction in the department of DPP**

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

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

Date

BIMBO T. MANDRAS, Ph.D. - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN, Ph.D. - President

Head of Agency