

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1 NAME OF EMPLOYEE

SALAMAT ELSTE ESTRADA

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

SUC

4. DEPT./BRANCH/DIVISION

Dept. of Pest Management

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

7a. SALARY P.A.

P 169,176.00

7b. OTHER COMPENSATION:

PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor II

VIS-CAB-AP2-5-2001

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
attach additional sheets.

Percent of

Working Time :

DUTIES

70% Teach laboratory courses in Microbiology and Plant Pathology

25% Handle research activities

2% Act as thesis adviser and member of student research committee
of major students

1% Act as subject matter specialist of plant pest clinic

1% Act as academic adviser to students

1% Act as chairman of DPM Socio-Cultural Affairs Committee

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Agriculture

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.

typewriter, ruler, pencil, ballpen, stapler, puncher

18. CONTACT

Occasional

Frequent

General Public

☒

☐

Other Agencies

☒

☐

Supervisors

☒

☐

Management

☐

☐

Others (Specify)

☐

☐

19. WORKING CONDITION

Normal Working Condition

☒

Field work

☐

Field Trips

☐

Exposed to Varied Weather

☐

Other's (Specify)

☐

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

Sept. 18, 2007

Date

ELSA E. SALANAT

Signature of Employee

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

To provide instruction, research & extension.

22. Describe briefly the general function of the position.

Instruction

23.a 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: Relevant masteral degree

Experience: 1 year of relevant experience; 4 hours of relevant training

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

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

Date

LUALHATI M. NORIEL

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN

Head of Agency