

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY

LOCAL GOVERNMENT

VISCA STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DPP, VISCA, Baybay, Leyte

6a. PRES. APPROP.

ACT/

BOARD RES. 87

ORD. NO.

ITEM NO. lump sum

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

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

3. BUREAU OR OFFICE

4. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

AUTHORIZED

ACTUAL

28,752.00

7b. OTHER

COLA

8. OFFICIAL DESIGNATION OF POSITION

10. Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

9. WORKING PROPOSED TITLE

Instructor

11. OCCUPATION GROUP TITLE

(leave b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☒

PROVINCE ☐

1st

☐☐☐☐☐☐

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES

80%

1. Teaches laboratory courses in Plant Path & Plant Prot.

15%

2. Helps supervise & maintain operation of DPP Library.

2%

3. Help upkeep Department's mycological collection

1%

4. Make research proposals in Plant Path.

1%

5. Helps extension work of the Department thru Plant Pest Clinic.

.5%

6. Cooperates w/ the tasks assigned by DPP Socials Committee.

.5%

7. Helps w/ the activities of the DPP Publication Committee.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER POSITION

16. NAMES, ^{Department Head} TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than one, list only by their nos. and titles.) ^{Director of Instruction}

None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

18. ^{Microscope, autoclave, incubator, etc.} CONTACTS

19. WORKING CONDITION

	Occasional	Frequent
General Public		
Other Agencies	X	
Supervisors	X	
Management		X
Others (Specify)		X

Normal Working Condition
Field Work X
Field Trips
Exposed to varied Weather
Others (Specify)

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

May 24, 1989
Date

Elsie E. Salameh
Signature of Employee

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

To provide higher instruction, research & extension services in plant protection.

22. Describe briefly the general function of the position.

To teach laboratory classes and conduct extension services.

23.a. Indicate the required qualifications by years and kind of education considered for 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 positions other than teaching).

EDUCATION: BS degree with specific area of specialization plus

EXPERIENCE: other requirements per QS of the College

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

24. I HEREBY ^{None} Certify that the above answers are accurate and complete.

5/25/89
Date

[Signature]
Signature and Title of Dept Head
Supervisor

25. APPROVED:

May 26/89
Date

[Signature]
Head of Agency