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| REPUBLIC OF THE PHILIPPINES | | 1. NAME OF EMPLOYEE | |
| BC-CSC Form No. 1 (Position Description Form) | | SALAMAT (Family Name) | ELSIE (Given Name) |
| | | ESTRADA (Middle Name) | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY | | 3. BUREAU OR OFFICE VSU | |
| 4. DEPT./BRANCH/DIVISION Dept. of Pest Management | | 5. WORK STATION/PLACE OF WORK VSU | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. | 6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. | 7a. SALARY P.A.: P 266,568.00 | |
| | | 7b. OTHER COMPENSATION PERA/ACA P 24,000.00 | |
| 8. OFFICIAL DESIGNATION OF POSITION Assistant Professor IV | | 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 [] | | 4th [] 5th [] 6th [] | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. | | | |
| <div style="display: flex; justify-content: space-between;"> <div> <p>Time:</p> <p>90%</p> <p>3%</p> <p>2%</p> <p>2%</p> <p>1%</p> <p>1%</p> <p>1%</p> <p>100%</p> </div> <div> <p style="text-align: center;">DUTIES</p> <p>Handle laboratory classes;</p> <p>Advise, guide undergraduate thesis students;</p> <p>Act as committee chairman and member of various committees;</p> <p>Act as coordinator of the Anti-Sexual Harassment Office;</p> <p>Act as adviser of Student Organizations;</p> <p>Act as in-charge of DPM pest nursery and perform extension activities;</p> <p>Act as DPM alumni communicator.</p> </div> </div> | | | |

4. POSITION TITLE OF IMMEDIATE SUPERVISOR
Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
College Dean

3. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (Indicate item nos. 7) list only by their item nos. and titles)

MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Microscope, Calculator, Stove, Glasswares, Scalpel & etc.

CONTACT

| | Occasional | Frequent |
|----------------------------------|-------------------------------------|-------------------------------------|
| General Public | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Agencies | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Management | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Others (Specify) <i>Students</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

19. WORKING CONDITION

Normal Working Condition
Field work ☐
Field Trips ☐
Exposed to Varied Weather
Other's (Specify) *Classroom* ☒

CERTIFY that the above answers are accurate and complete.

Date

ELSIE E. SALAMAT

Signature of Employee

Describe briefly the general function of the Unit or Section.

To provide instruction, research & extension services.

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: 2 yrs. of relevant experience; 8 hrs. of relevant training.

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

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

Date

JESUSITO L. LIN, Department Head

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO, Ph.D.

Head of Agency