

REPUBLIC OF THE PHILIPPINES BO-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 LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE Leyte State University
4. DEPT./BRANCH/DIVISION Dept. of Pest Management		5. WORK STATION/PLACE OF WORK
6a. PRES. APPRO. ACT/ BOARD RES/ <input checked="" type="checkbox"/> ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VisCAB-AP2-12-2004	7a. SALARY P.A.: P 169,176.00 7b. OTHER COMPENSATION: PERA/ACA
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor 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 attach additional sheets.		
Percent of Working Time : DUTIES		
80%	Teach lecture & laboratory classes offered by the Dept. of Pest Management including Microbiology 22 laboratory officially under the Dept. of Biological Sciences;	
5%	Act as thesis adviser and/or SRC of DPM major students;	
10%	Act as DPM Secretary and Chairman/Member of various committees; incharge, pest nursery and subject matter specialist;	
5%	Act as adviser of CA-CSSC; faculty representative/lecturer of Anti-Sexual Harassment Unit (LSU) and NSTP lecturer.	
100%		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">College Dean</div>																		
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. <div style="text-align: center;">electric microscopes, micrometers, etc.</div>																			
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/> students</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> students	19. WORKING CONDITION Normal Working Condition <input checked="" type="checkbox"/> Field work <input type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather <input type="checkbox"/> Other's (Specify) classroom <input checked="" type="checkbox"/> <div style="text-align: center;">Classroom</div>
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Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> students																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;"></div> <div style="text-align: center;">ELSIE E. SALAMAT</div> <div style="text-align: center;">Signature of Employee</div> </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">To provide instruction, research & extension services.</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center;">Instruction, research & extension.</div>																			
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 years of relevant experience; 8 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. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center;"></div> <div style="text-align: center;">12/10/05</div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;"></div> <div style="text-align: center;">LUALHATI M. NORIEL - Dept. Head</div> <div style="text-align: center;">Signature and Title of Immediate Supervisor</div> </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;"></div> <div style="text-align: center;">PACIENCIA P. MILAN</div> <div style="text-align: center;">Head of Agency</div> </div> </div>																			