

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
: SALAMAT ELSIE ESTRADA
: (FAMILY NAME) (GIVEN NAME) (M.I.)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE
:
: SUC

Visayas State College of Agriculture

4. DEPT./BRANCH DIVISION

Dept. of Plant Protection

5. WORK STATION/PLACE OF WORK
:
: VISCA, Baybay, Leyte

6a. PRES. APPROP. :

ACT/

BOARD RES./

ORD. NO.

ITEM NO. LS

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY P.A. :

AUTHORIZED :

ACTUAL :

7b. OTHER COMPENSATION

₱78,816.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING OR PROPOSED TITLE
:
: Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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 :

86%

1. To teach laboratory classes in Biology & Plant Pathology

10%

2. To supervise and conduct researches in

3%

3. To act as coordinator for Biology 11 classes.

1%

4. To act as subject matter specialist of Plant Pest Clinic.

68

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

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).

None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

microscope, seighing scale, pressure cooker & lab. glassware

18. CONTACTS

Occasional

Frequent

General Public

: X :

: : :

Other Agencies

: X :

: : :

Supervisors

: : :

: X :

Management

: : :

: : :

Others (Specify)

: : :

: X :

19. WORKING CONDITION

Normal Working Condition

: X :

Field Work

: X :

Field Trips

: : :

Exposed to varied Weather

: X :

Others (Specify)

: : :

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

May 31, 1996

Date

Eric P. Palomart

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 Biology & Plant Pathology

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

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

RODOLFO A. PANINGBATAN, Ph.D.

Signature and Title of Immediate Supervisor

Date

25. APPROVED:

SAMUEL S. GO

Head of Agency

Date