

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

OCLARIT ELVIRA LOPEZ

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

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

Visayas State College of Agriculture

4. DEPT./BRANCH/DIVISION
DPP

5. WORK STATION/PLACE OF WORK
V1SCA

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO. LS

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO. LS

7a. SALARY P.A.: 127,620.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION
Instructor 1

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 attached additional sheets.

Percent of :
Working Time :

DUTIES

95%

Teaches Biology, Nematology and Microbiology laboratory classes;

5%

Performs other assignment such as committee memberships of the department (Socio-Cultural and Library Committees).

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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)

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

ball pen, typewriter, laboratory equipments, computer & others.

18. CONTRACT

Occasional Frequent

General Public	[x]	[]
Other Agencies	[]	[]
Supervisors	[]	[x]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

October 17, 2000

Date

ELVIRA L. OCLARIT

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 the Plant Protection courses.

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: Bachelors degree in the area of specialization.

Experience: None required.

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

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

17 Oct. 2000

Date

BIMBO T. MANDRAS - Head, DPP

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN, Ph.D.

Head of Agency