

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
LEYTE STATE UNIVERSITY
Visayas State College of Agriculture

3. BUREAU OR OFFICE
DPP-LSU

4. DEPT./BRANCH/DIVISION
DPP, LSU

5. WORK STATION/PLACE OF WORK
DPP-LSU

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

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

7a. SALARY P.A.: **P 134,004.00**

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**

- 80% : Teaches Biology, Microbiology and Nematology laboratory subjects
- 15% : Supervise research on Screening of White Corn Cultivars for Resistance to Stalk Rot and Downy Mildew
- 5% : other
- 100% : Perform other duties related to/departmental activities

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.
calculator, laboratory facilities, ballpen, stapler & etc.

18. CONTRACT

	Occasional	Frequent
General Public	[]	[]
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.

Sept 26, 2001
Date

signature
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.

Teacher biology, microbiology & nematology laboratories.

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: BS degree in the area of specialization.

Experience:

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

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

27 Sept 2001
Date

BIMBO T. MANDRAS, Ph.D. - Department Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN, Ph.D.
Head of Agency