

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> OCLARIT ELVIRA LOPEZ (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> VISAYAS STATE UNIVERSITY		<b>3. BUREAU OR OFFICE</b> VSU	
<b>4. DEPT./BRANCH/DIVISION</b> Dept. of Pest Management		<b>5. WORK STATION/PLACE OF WORK</b> VSU	
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ITEM NO. VISCAD-KP1-18-2024	<b>7a. SALARY P.A.:</b> ₱197,116. <sup>W</sup> <b>7b. OTHER COMPENSATION/PERA/ACA</b> ₱24.00	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Assistant Professor I		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] 1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES.</b> If more space is needed, please attach additional sheets.			
Percent of Working Time : <b>DUTIES</b>			
<p style="text-align: center;">On Study Leave</p>			



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> Department Head	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> Dean																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (list only by their item nos. and titles)																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> pens, stapler, ruler, etc.																													
<b>18. CONTACT</b> <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;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	<b>19. WORKING CONDITION</b> <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Other's (Specify)	[ ]
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<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Jan 12, 2009</u> Date         </div> <div style="text-align: center;">   <b>ELVIRA L. OCLARIT</b>          Signature of Employee       </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b> Instruction																													
<b>22. Describe briefly the general function of the position.</b> To provide instruction, research & extension services.																													
<b>23.a</b> 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: B.S. degree relevant to the job. Experience: 1 yr. of relevant experience, 4 hrs. of relevant training.																													
<b>23b.</b> Licenses or certificates required to do this work, if any.																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Jan. 13, 2009</u> Date         </div> <div style="text-align: center;">   <b>JESUSITO L. LIM, Dept. Head</b>          Signature and Title of Immediate Supervisor       </div> </div>																													
<b>25. APPROVED</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO</b>          Head of Agency       </div> </div>																													