

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SALAMAT ELSIE ESTRADA <small>(Family Name) (Given Name) (Middle Name)</small>
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU
4. DEPT./BRANCH/DIVISION DEPT. OF PEST MANAGEMENT		5. WORK STATION/PLACE OF WORK LSU
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VISCAB-AP2-12-2004	7a. SALARY P.A.: 179,328.00 7b. OTHER COMPENSATION: PERA/ACA
8. OFFICIAL DESIGNATION OF POSITION Asst. Professor III		9. WORKING PROPOSED TITLE
10. WARCO CLASSIFICATION OF THIS POSITION Asst. Professor III		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>
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		
60%	Teach undergraduate courses offered by DPM	
25%	Act as ASHC coordinator	
5%	Supervise and advise CA-SSC organization	
5%	Acts as Thesis Adviser & SRC Member of DPM major students	
2%	Act as Academic Adviser for BSA students	
2%	Take in-charge of DPM Disease Nursery	
1%	Act as Alumni Coordinator	
100%		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean	
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. Microscope, stove, pressure cooker, etc.			
18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	Normal Working Condition
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field Trips <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to Varied Weather <input type="checkbox"/>
Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>
Others (Specify)	<input type="checkbox"/> Students	<input checked="" type="checkbox"/>	Classroom <input checked="" type="checkbox"/>
20. I CERTIFY that the above answers are accurate and complete.			
<u>Oct. 10, 2006</u> Date		<u>ELSIE E. SALAMAT</u> 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. Instruction, research & extension services.			
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 yrs. of relevant experience; 8 hrs. 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.			
<u>Oct. 10, 2006</u> Date		<u>LUALHATI M. NORIEL</u> Head, DPM Signature and Title of Immediate Supervisor	
25. APPROVED			
<u> </u> Date		<u>PACIENCIA P. MILAN</u> Head of Agency	