

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

1. NAME OF EMPLOYEE

SALAMAT ELSIE ESTRADA  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
Visayas State College of Agriculture

2. BUREAU OR OFFICE

SUC

Department of Plant Protection

3. DEPT./BRANCH/DIVISION

Dept. of Plant Protection

5. WORK STATION//PLACE OF WORK

Baybay, Leyte

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

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

P62,880.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

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 attach additional sheets.

Percent of  
Working Time

D U T I E S

63%

teach laboratory courses in Biology and Plant Pathology

5%

supervise and guide the conduction of research in Biological control of postharvest Diseases of Root Crops

30%

conduct research on pest monitoring and control in the biointensive garden established in Mount Pangasugan

1%

act as academic adviser and a junior adviser to the PPMA

1%

act as subject matter specialist of the Department of Plant Protection Plant Pest Clinic

100%



14. POSITION TITLE OF IMMEDIATE SUPERVISOR Professor VI - Dept. Head 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR n.a. 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)

n.a.

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
microscope, laboratory glassware, sprayer, etc.

18. CONTACT

General Public  
Other Agencies  
Supervisors  
Management  
Others (Specify)  
Students

Occasional

Frequent

19. WORKING CONDITION

Normal Working Condition (lat)  
Field Work (Mount Pangasinan)  
Field Trips  
Exposed to Varied Weather  
Others (Specify)

CERTIFY that the above answers are accurate and complete.

5/31/95  
Date

ELSIE E. SALAMAT  
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 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: BS degree with specific area of specialization per QS of the College.

Experience:

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

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

6-1-95

Date

RUBEN M. GAPASIN

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency