

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE  
OCLARIT ELVIRA LOPEZ  
(FAMILY NAME) (GIVEN NAME) (M.I.)

2. DEPARTMENT, CORPORATION OR  
AGENCY/LOCAL GOVERNMENT

Visayas State University

3. BUREAU OR OFFICE

VSU

4. DEPT./BRANCH DIVISION

Dept. of Pest Management

5. WORK STATION/PLACE OF WORK

Visayas State University

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/

ACT/

BOARD RES./

BOARD RES./

ORD. NO.

ORD. NO.

ITEM NO. LS

ITEM NO.

AP II-13-2011

AUTHORIZED:

ACTUAL

ACA/PERA

293,073

24,000

8. OFFICIAL DESIGNATION OF POSITION

Asst. Prof. II

9. WORKING OR PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL GROUP TITLE

(Leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

4<sup>th</sup>

5<sup>th</sup>

6<sup>th</sup>

☐

☐

☐

☐

☐

☐

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please  
attach additional sheets.

Percent of  
Working  
Time

80%

Teach Plant Protection, Microbiology and Plant Pathology  
laboratory classes and other courses as need arises;

10%

Perform research and extension activities;

5%

Perform departmental activities and other University  
related matters;

5%

Act as thesis adviser and or Student Research Committee  
Chairman/Member.

100%



14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER/SUPERVISOR

Department Head

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).

None

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

Microscopes, Refrigerator, Laminar Flow, etc.

18. CONTACTS

Occasional Frequent

General Public : x : : :  
Other Agencies : x : : :  
Supervisors : : : :  
Management : : : x :  
Others (Specify) : : : x :

19. WORKING CONDITION

Normal Working Condition : x :  
Field Work : x :  
Field Trips : :  
Exposed to varied weather : :  
Others (Specify) : :

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

Oct 28, 2011

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.

Instruction

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: Relevant Masteral Degree

Experience: 1yr of relevant experience

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

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

Oct. 28, 2011

Date

JESUSITO L. LIM, Department Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO  
Head of Agency