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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		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO ACT/ BOARD RES/ ORD NO	6b. PREV. APPRO ACT/ BOARD RES/ 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 attach additional sheets.			
Percent of Working Time	DUTIES		
85%	Teach laboratory classes in Biology 11, Microbiology 22, Microbiology 001, Plant Protection 21 and Plant Pathology 118		
7%	Supervise research on the screening of white corn cultivars for resistance to downy mildew and stalk rot		
3%	Conduct extension work		
5%	Performs other duties related to the activities of the department		

14 POSITION TITLE OF IMMEDIATE SUPERVISOR
HUMAN RESOURCE MANAGEMENT OFFICER IV

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.
typewriter, ballpen, puncher, scissor, staple, etc.

18 CONTACT

Occasional Frequent

General Public	[]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Others (Specify)	[]	[]

19 WORKING CONDITION

Normal Working Condition	[]
Field work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Other's (Specify)	[]

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

October 9, 2003
Date

ELVIRA L. OCLARIT
Signature of Employee

21. Describe briefly the general function of the Unit or Section
To provide instruction, research & extension.

22. Describe briefly the general function of the position.
Instruction research & extension.

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).

BS degree in the area of specialization.

Education:

none required.

Experience:

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

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

LUALHATI M. NORIEL, Ph.D.

Date

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN
Head of Agency