

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-OSC Form No. 1 (Position Description Form)		OCLARIT ELVIRA L. (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 Dept. of Pest Management		5. WORK STATION/PLACE OF WORK LSU	
3a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAD-INST 1-22-2004	
3. OFFICIAL DESIGNATION OF POSITION Asst. Prof. I		7a. SALARY P.A.: P 175,560.00	
10. WAPCO CLASSIFICATION OF THIS POSITION		7b. OTHER COMPENSATION: PERA/ACA	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY []		9. WORKING PROPOSED TITLE Asst. Prof. I	
CITY []		PROVINCE []	
1st []		2nd []	
3rd []		4th []	
5th []		6th []	
3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time : DUTIES			
(on study leave)			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, CA

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.

~~XXXXXXXXXXXXXXXXXXXX~~

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.

Sept 20, 2007

Date

[Signature]

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

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: BS degree relevant to the job

Experience: 1 year of relevant experience; 4 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.

Sept. 27/07

Date

[Signature]
LUALHATI M. NORIEL

Signature and Title of Immediate Supervisor

25. APPROVED

Date

[Signature]
JOSE L. BACUSNO
Head of Agency