

REPUBLIC OF THE PHILIPPINES

EC-CSC Form No. 1
(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Pest Management

3a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ITEM NO. **VSChp-AP2-12-2004**

3. OFFICIAL DESIGNATION OF POSITION

Asst. Prof. III

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: **₱197,256.00**

7b. OTHER COMPENSATION: **PERA/ACA**

9. WORKING PROPOSED TITLE

Asst. Prof. III

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

- | | | |
|------|----|--|
| 90% | 1. | Handle laboratory classes in Microbiology 22. |
| 5% | 2. | Act as coordinator of the Anti-Sexual Harassment Office of VSU. |
| 2% | 3. | Maintain the departments disease nursery. |
| 1.5% | 4. | Act as organization adviser of the College of Agriculture Supreme Student Council. |
| 0.5% | 5. | Act as DPM Secretary. |
| 0.5% | 6. | Act as Academic adviser.to CA students. |
| 0.5% | 7. | Act as subject-matter specialist of the Pest Clinic. |
| 100% | | |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dr. Jose L. Dean, CA VP of Academic

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, bolo, weighing scale, oven & etc.

18. CONTACT

	Occasional	Frequent
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition

Field work

Field Trips

Exposed to Varied Weather

Other's (Specify)

☒☐☒ lab./office

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

9/27/07

Date

Elsie E. Salamat
ELSIE E. SALAMAT

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

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: 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.

Sept. 29/07

Date

Lualhati M. Noriel
LUALHATI M. NORIEL

Signature and Title of Immediate Supervisor

25. APPROVED

Date

Jose L. Bacusmo
JOSE L. BACUSMO
Head of Agency