

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SALAMAT Eliu Estrada (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Department of Pest Management	
4. <u>DEPT</u> /BRANCH/DIVISION Pest Management		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. VIS-CAB-APRO1-9-2014		7a. SALARY P.A.: ₱ 406,308.00 7b. OTHER COMPENSATION: ₱ 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Associate Professor I		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 attached additional sheets.			
Percent of Working Time: D U T I E S			
85% 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.			
2% 2. Member in different committees.			
2% 3. Participate in the co-curricular activities.			
2% 4. Perform other functions assigned by the Department Head.			
de). check laboratory exercises and return 1 week after submission			
RESEARCH FUNCTIONS 99% 5. a) Guides students in conducting set-ups for ACIAR - jackfruit research			
b) check data gathering and make research report			
100% c) prepare written report and present during 1h - house evaluation			
d) make year-end research report			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Prof. / Department Head</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>College Dean</i>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <i>Wences Dela Peña - Research Assistant</i>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>computer, printer, books, etc.</i>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify) <i>finer</i></td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify) <i>finer</i>	[X]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">Normal Working Condition</td> <td style="width: 20%; text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[X]	Field Trips	[]	Exposed to Varied Weather	[X]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <i>1-2-15</i> Date </div> <div style="width: 45%; text-align: right;"> <i>Chie Ademat</i> <i>ELSIE SALAMAT</i> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <i>To provide instruction, research & extension services.</i>																													
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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: <i>Relevant masteral degree.</i> Experience: <i>2 yrs. of relevant experience, 8 hrs. of relevant training.</i>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <i>1-13-15</i> Date </div> <div style="width: 45%; text-align: right;"> Signature and Title of Immediate Supervisor </div> </div>																													
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