

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

:1. NAME OF EMPLOYEE

:
: SALAMAT ELSIE ESTRADA
: (Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

:3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

:5. WORK STATION/PLACE OF WORK

Dept. of Plant Protection

:
: Baybay, Leyte

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

:7a. SALARY P.A. : 7b. OTHER COMPEN-

ACT/ BO 87 :

ACT/

: AUTHORIZED

: SATION

BOARD RES/ :

BOARD RES/

: ACTUAL

28,752.00

: COLA

ORD. NO. :

ORD. NO.

:

ITEM NO. Jump Sum

ITEM NO.

:

8. OFFICIAL DESIGNATION OF POSITION

: 9. WORKING PROPOSED TITLE

Instructor

:

Instructor

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: DUTIES ---

Working :

Time :

80% :

15% :

2% :

1% :

1% :

0.5% :

0.5% :

1. To teach laboratory courses in Plant Pathology & Plant Protection.
2. To help in the supervision and maintenance of the operation of the DPP library.
3. To help maintain the upkeep of the Dept's mycological collections.
4. To make research proposals in Plant Pathology relevant to priority research areas.
5. To help in the extension work of the Dept through the Plant Pest Clinic.
6. To cooperate with the tasks assigned by the DPP Socials Committee
7. To help with the activities of the DPP Publication Committee.

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

Head, Dept. of Plant Protection

Director of Instruction

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, autoclave, incubators, etc.

18. CONTACT

Occasional

Frequent

19. WORKING CONDITION

General Public

Other Agencies

Supervisors

Management

Others (Specify)

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

July 21, 1988

Date

Elise E. Salamat

ELISE E. SALAMAT

Signature of Employee

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

To provide higher instruction, research and extension services in plant protection.

22. Describe briefly the general function of the position.

To teach laboratory classes and conduct extension services.

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:

BS degree with specific area of specialization

Experience:

plus other requirements per QS of the College

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

None

24. I hereby certify that the above answers are accurate and complete.

July 22, 1988

Date

RUBEN M. GAPASIN, Acting Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva
Head of Agency