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REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1 NAME OF EMPLOYEE

CATRE SALVADOR, JR. MANTILLA

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

LSU LABORATORY HIGH SCHOOL, LSU
VILCA, Baybay, Leyte

6a. PRES. APPRO.

6b. PREV. APPRO.

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ITEM NO. 15

7a. SALARY P.A. - P134,004-

7b. OTHER COMPENSATION: PERA/ORA

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR 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
attach additional sheets.

Percent of

Working Time :

DUTIES

70% - Teaching High School subjects like English II and Lit. II

25% - Performing tasks and responsibilities of a Section Adviser

5% - Teaching a College subject / performing other tasks
assigned by the principal or the dean

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

LSUHS Principal

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean of ^{the} College of Education

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.

ballpen, puncher, scissor, etc.

18. CONTACT

Occasional Frequent

General Public

[]

[x]

Other Agencies

[]

[]

Supervisors

[]

[]

Management

[]

[]

Others (Specify)

[]

[]

19. WORKING CONDITION

Normal Working Condition [x]

Field work

[]

Field Trips

[]

Exposed to Varied Weather

[]

Other's (Specify)

[]

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

May 27, 2004

Date

Salvador Leuter Jr.

Signature of Employee

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

Instruction

22. Describe briefly the general function of the position.

Teaching

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: *Bachelor's degree in the area of specialization.*

Experience:

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

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

Date

[Signature]
VIRGENITA G. ALBARICO,

OIC-Principal

Signature and Title of Immediate Supervisor

25. APPROVED

Date

[Signature]
PACIENCIA P. MILAN

Head of Agency