

REPUBLIC OF THE PHILIPPINES

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

1. NAME OF EMPLOYEE

CATRE SALVADOR M.
(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

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.

ACT/

BOARD RES/ ☒

ORD. NO.

6b. PREV. APPRO.

ACT/

BOARD RES/

ITEM NO. **LS**

7a. SALARY P.A.: **P 134,004.00**

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

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

**75% - Teaching English, Literature, Values Education subjects
at LSULHS.**

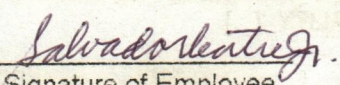
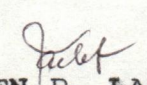
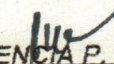
10% - Section Adviser of II-Guava Section

10% - LHS recording secretary

**5% - To do other duties assigned by the Section Head
of LHS Principal**

100%

84

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Principal	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, 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. calculator, puncher, ballpen, etc.																			
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</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>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition <input checked="" type="checkbox"/> Field work <input type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather <input type="checkbox"/> Other's (Specify) <input type="checkbox"/>
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Others (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ Date </div> <div style="width: 50%; text-align: right;">  Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. Instruction, research & extension.																			
22. Describe briefly the general function of the position. To provide instruction, research & extension.																			
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: none required.																			
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: 40%;"> June 10, 2005 _____ Date </div> <div style="width: 50%; text-align: right;">  NELEEN P. LAMBERT Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ Date </div> <div style="width: 50%; text-align: right;">  PACIENCIA P. MILAN Head of Agency </div> </div>																			