

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION, OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Department of Plant Breeding and Genetics

3a. PRES. APPRO.

6b. PREV. APPRO

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ITEM NO. 19

3. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

Mahlum, Jodi Jay Belmonte
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: \$141,408

7b. OTHER COMPENSATION: PERA/ACA

9. WORKING PROPOSED TITLE

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

[]

[]

[]

[]

[]

[]

3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please
attach additional sheets.

percent of

Working Time:

DUTIES

3 hrs 20 2

3 hrs 20 2

3 hrs 20 2

3 hrs 20 2

3 hrs 20 2

15 hrs 100 2

teach Bio 22 laboratory (7-10 Th)

✓ Bio 22 laboratory (7-10 F)

✓ PBRE 113 (1-4 Th)

✓ PBRE 110

✓ PBRE 117 (1-4 M)

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean

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.

board, chalk, eraser, pencil, hand-outs

18. CONTACT

	Occasional	Frequent
General Public	☒	☐
Other Agencies	☐	☐
Supervisors	☐	☒
Management	☒	☐
Others (Specify)	☐	☐

19. WORKING CONDITION

Normal Working Condition	☐
Field work	☒
Field Trips	☐
Exposed to Varied Weather	☐
Other's (Specify)	☐

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

June 02, 2009

Date

Signature of Employee

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

Instruction

22. Describe briefly the general function of the position.

23. POSITION TITLE OF IMMEDIATE SUPERVISOR

Instructor

23. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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: B.S. degree in the area of specialization.

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Experience:

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

Occasional Frequent

19. WORKING CONDITION

Normal Working Condition

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

Supervisors

Management

Others (Specify)

Date

Signature and Title of Immediate Supervisor

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

25. APPROVED

Date

Head of Agency

Describe briefly the general function of the Unit or Section.