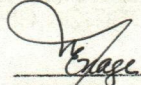




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <i>Enage, Susan Mendoza</i> <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE <i>LSU LHS</i>	
4. DEPT./BRANCH/DIVISION <i>LSU, LHS</i>		5. WORK STATION/PLACE OF WORK <i>V/ISA, Baybay</i>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <i>LS</i>	7a. SALARY P.A.: <i>P124,004-</i> 7b. OTHER COMPENSATION: <i>PERA/ACA</i>	
8. OFFICIAL DESIGNATION OF POSITION <i>Instructor I</i>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time :		DUTIES	
60% 15% 15% 10% <u>100%</u>		- Teaching Filipino subjects at LSULHS - Section Adviser of I-Marigold - Adviser, Filipino Club - To do other duties assigned by the Section Head or LHS Principal.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Principal</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Dean, COE</div>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <i>Filipino Subjects, First & Third Year H.S. Students</i>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>Books, Chalks, green board</i>																			
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 x Field work [] Field Trips [] Exposed to Varied Weather Other's (Specify) []
	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="text-align: center;"> <u>6/15/05</u> Date </div> <div style="text-align: center;">  Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Instruction, research & extension</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center;">Teaching Filipino subject to the 1st year & 3rd year students.</div>																			
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. <div style="text-align: center;">LET Passer</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>6/15/05</u> Date </div> <div style="text-align: center;">  NELEN P. LAMBERT Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  PACIENCIA P. MILAN Head of Agency </div> </div>																			