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<b>REPUBLIC OF THE PHILIPPINES</b>		<b>1. NAME OF EMPLOYEE</b>	
BC-CSC Form No. 1 (Position Description Form)		VALENZONA JORGE SANTANA (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION, OR AGENCY/ LOCAL GOVERNMENT</b>  LEYTE STATE UNIVERSITY		<b>3. BUREAU OR OFFICE</b>  LSU	
<b>4. DEPT./BRANCH/DIVISION</b>  Dept. of Mathematics, Physics & Statistics		<b>5. WORK STATION/PLACE OF WORK</b>  LSU	
<b>3a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO.	<b>3b. PREV. APPRO</b> ACT/ BOARD RES/ ITEM NO. 65	<b>7a. SALARY P.A.:</b> ₱124,004	
<b>3. OFFICIAL DESIGNATION OF POSITION</b>  Instructor		<b>7b. OTHER COMPENSATION:</b> PERA/ACA	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>9. WORKING PROPOSED TITLE</b>	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]			
<b>3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</b>			
Percent of Working Time : <b>DUTIES</b>			
80% : Teaches mathematics and statistics			
20% : Do other duties assigned by the supervisor.			
<div style="text-align: right; margin-top: 10px;">               Date: 2/8/07              APPROVED           </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Professor

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.

18. CONTACT

	Occasional	Frequent
General Public	<input type="checkbox"/>	<input type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition	<input 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"/>

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

05/31/07  
Date

JORGE S. VALENZONA  
Signature of Employee

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

To conduct instruction, research and extension.

22. Describe briefly the general function of the position.

To conduct instruction, research and 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: MA Math Education

Experience:

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

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

5/31/07  
Date

REMIATO A. PATINDOL  
Signature and Title of Immediate Supervisor

25. APPROVED

                      
Date

PACIFICIA B. MILAN  
Head of Agency