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REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GALVEZ LORINA ACILO (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 FOOD SCIENCE AND TECHNOLOGY		5. WORK STATION/PLACE OF WORK LSU									
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		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											
<table><tr><td>80%</td><td>1. Teaches undergraduate and graduate courses in BSFT and MSFT.</td></tr><tr><td>10%</td><td>2. Serve as dept-based guidance facilitator, and department secretary and member of the different department committees</td></tr><tr><td>5%</td><td>3. Acts as Co-Study Leader of the project "Development of Peanut Products for Small Industry Associations in Eastern Visayas".</td></tr><tr><td>5%</td><td>4. Assist in the training activities of the department.</td></tr></table>				80%	1. Teaches undergraduate and graduate courses in BSFT and MSFT.	10%	2. Serve as dept-based guidance facilitator, and department secretary and member of the different department committees	5%	3. Acts as Co-Study Leader of the project "Development of Peanut Products for Small Industry Associations in Eastern Visayas".	5%	4. Assist in the training activities of the department.
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Dean

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.

distiller, oven, hot plate, viscometer, kitchen utensils, raw materials, chemicals etc.

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

☐

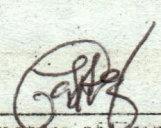
Other's (Specify)

☐

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

June 16, 2003

Date


Signature of Employee

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

Involve in instruction, research and extension

22. Describe briefly the general function of the position.

Teach students in several minor and major subjects in Food Science and Technology

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**

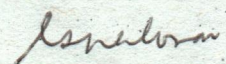
Experience: **none required**

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

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

June 16, 2003

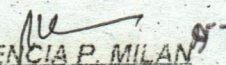
Date


LUTGARDA S. PALOMAR

Signature and Title of Immediate Supervisor

25. APPROVED

Date


PACIENCIA P. MILAN

Head of Agency