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REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

1. NAME OF EMPLOYEE

LORETO

MA. THERESA

P.

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

Ag Chemistry & Food Science, LSU

4. DEPT./BRANCH/DIVISION

DAC-FS, LSU

5. WORK STATION/PLACE OF WORK

LSU, Visca, Baybay, Leyte

6a. PRES. APPROP. ACT/

BOARD RES./

ORD. NO.

ITEM NO.

VISCAB-AP2-14-1998

6b. PREV. APPROP. ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY

AUTHORIZED

P 169,176.00

ACTUAL

7b. OTHER COMPENSATION

ACA/PERA

8. OFFICIAL DESIGNATION OF POSITION

Asst. Professor

9. WORKING OR PROPOSED TITLE

Assistant Professor

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1st ☐

2nd ☐

3rd ☐

4th ☐

5th ☐

6th ☐

7th ☐

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

Percent of
Working
Time

DUTIES

ON STUDY LEAVE for Ph.D. degree

14. POSITION TITLE OF IMMEDIATE SUPERVISOR | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head | Director of Instruction

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) list only their item nos. and titles)

NA

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

Glasswares, bunsen burners, AAS, UV-vis, etc.

18. CONTACTS	Occasional	Frequent	19. WORKING CONDITION	
General Public	<input type="checkbox"/>	<input type="checkbox"/>	Normal Working Condition	<input checked="" type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Field Work	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field Trip	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>
Others(Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>

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

Oct. 12, 2001
Date

mtloredo
Signature of Employee

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

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

Instruction, research & extension

22. Describe briefly the general function of the position.

Instruction, research & extension

23a. Indicate the required qualification by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should be filled for all positions other than teaching.

Education: Relevant masteral degree

Experience: 2 years of relevant experience; 8 hours of relevant training.

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

NA

24. I hereby certify that the above answers are accurate and complete.

October 23, 2001
Date

ERLINDA O. LANDERITO

Signature of Title of Immediate Supervisor

25 APPROVED:

Date

PACIENCIA P. MILAN
Head of Agency