REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
nistration	BC-CSC Form No. 1	Tabrosa, Lualyn Liong	
	(Position Description Form)	(Family Name) (Given Name) (Middle) 3. BUREAU OR OFFICE	(Vame)
LOCAL GOVE	T, CORPORATION OR AGENCY/	3. BUREAU OR OFFICE	
LOCAL GOVE	LEYTE STATE UNIVERSITY	High School	
4. DEPT./BRANC	CH/DIVISION Show to some of the United	5. WORK STATION/PLACE OF WO	RK
	LSULHS	LSU, Baybay, Leyte	The control April 1
6a. PRES. APPE AGT/ BOARD RES. ORD. NO.	RO. 6b. PREV. APPRO ACT/	7a. SALARY P.A.: 274.50/day 7b. OTHER COMPENSATION: PE	RA/ACA
		A WARRING PROPERTY FOR	
	SIGNATION OF POSITION	9. WORKING PROPOSED TITLE	more record
10. WAPCO CLA	ASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)	
	GOVERNMENT POSITION, CHECK GOVERNMENTAL PALITY [] CITY [WATER VI. O
,	1st 2nd 3rd	4th 5th 6th	
13. STATEMEN	IT OF DUTIES AND RESPONSIBILITIES. If more space	is needed, please	Mitted peof
The same of the sa	tional sheets.		
Percent of :			
Working Time :	DUTIES TO A TO		
		f	pinelo
and the first of the stage of the commence of the			
1.	Types Communications of the LSULHS Principal & Faculty, development plans, performance targets & performance ratings 50%		
2.	Prepare payroll for LSULHS stipe	completion of two yes ster	- 25%
3.	Type examinations/test papers for	r LSULHS students, &	Superior 12
	form 137-A.		_ 20%
4.	To do other duties sassigned by	the LSULHS Principal	- 5%
	scausin and complete	ers ateivizha svoek effirm Yaffin 20	
0	VIRGENIJEN G. NIDNEIC	May 24, 2004	
	States, ten to all Pere Court 1977		

	T	15. POSITION TITLE OF NEXT HIGHER
4. POSITION TITLE OF IMMEDIATE SUF	PERVISOR	SUPERVISOR
High School Principal	nigrati ⁷	Vice President for Administration
argu Seneor Francipar	residuation (VICE PRESIDENCE FOR ACHIMISSIPACION
	THESE VOLUMENTS YELDE	DVISE (if more than / 7) list
6. NAMES, TITLES AND ITEM NOS. OF	. THOSE YOU DIRECTLY SOPE	CRVISE (II filore than (7) list
only by their item nos. and titles)		Y NEW TYPE BEAT TO THE DESIGNATION OF THE DESIGNATION OF THE PERSON OF T
7. MACHINES, EQUIPMENT, TOOLS,	etc used regularly in performar	nce of work.
7. MACHINES, EGOII MEITT, 1992S,		2H21/2-1
Computer	YARDAG MA COM	TA VERY SA CONDITION
18. CONTACT		19. WORKING CONDITION
Occasional	Frequent	Normal Working Condition
General Public []	[]	Field work [] ON 690
Other Agencies []		Field Trips []
Supervisors []		Exposed Waried Weather
Management []		Other's (Specify)
Others (Specify)		TRANSPICENTING NORMAN DE SU DE MA
		A CONTRACTOR OF THE CONTRACTOR
20. I CERTIFY that the above answers a	ire accurate and complete.	D AUDITURO ROTT CATALOGUE DE LA CATALOGUE DE L
-links		Utahoza
5 18 04	(th) (4th)	Signature of Employee
Date		Signature of Employee
21. Describe briefly the general function	of the Unit or Section.	STATEMENT OF DUTIES AND RESPONSIBILITE
Zi. Booding then, and		areand to this to the
	anganagan sayan ing mga masa managan ng managan mga	
22. Describe briefly the general function	of the position.	
clerical	the second of th	Andrew State Control of the Control
23.a Indicate the required qualifications	by years and kind of education	considered in filling up a
vacancy for this position. (Keep the	e position in mind rather than the	e qualifications of the present
incumbent. This item should be fill	ed for all positions other than tea	aching).
Education: completion of tw	wo yrs studies in college	
Experience: none required		- constant and the state of the
EAPORTO, IIII		
201.	de this work if any	
23b. Licenses or certificates required to	do this work, if any.	eas and a second of the second
none	The Table 1997 And 1997 And 1997 And 1997	
24. I HEREBY CERTIFY that the above	e answers are accurate and com	nplete.
24. THEREBY OLIVIN I that the above		1 Was
May 24, 2004		WIREPATTA C ALBARTON
Flay 24, 2004		VIRGENITA G. ALBARICO
1		Signature and Title of Immediate
Date		Supervisor
25. APPROVED		- Supply 1001
20. AFFROVED		Au -
		PACIENCIA P. MILAN
		Head of Agency
Date		riedu of Agency