

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

Tabrosa, Lucilyn Liong
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

High School

4. DEPT./BRANCH/DIVISION

LSULHS

5. WORK STATION/PLACE OF WORK

LSU, Baybay, Leyte

6a. PRES. APPRO.

AGT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO

ACT/
BOARD RES/
ITEM NO. LS

7a. SALARY P.A.:

P274.50/day

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Clerk I

9. WORKING PROPOSED TITLE

Clerk I

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

1. Types Communications of the LSULHS Principal & Faculty, development plans, performance targets & performance ratings. - 50%
2. Prepare payroll for LSULHS stipends. - 25%
3. Type examinations/test papers for LSULHS students, & form 137-A. - 20%
4. To do other duties assigned by the LSULHS Principal. - 5%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

High School Principal

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice President for Administration

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.

Computer

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.

5/18/04

Date

Utahson

Signature of Employee

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

22. Describe briefly the general function of the position.

clerical

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: completion of two yrs studies in college

Experience: none required

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

none

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

May 24, 2004

Date

VIRGENITA G. ALBARICO

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN
Head of Agency