

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

DFCS

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. 15

3. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

OMEGA RANDY M.

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: ₱147,408

7b. OTHER COMPENSATION: PERA/ACA

9. WORKING PROPOSED TITLE

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

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

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

Percent of

Working Time :

DUTIES

- 48 : Teaches courses in the BSMTM program.
- 30 : Performs designated administrative responsibility (Training Officer, CWTB) by the University.
- 20 : Conducts extension project on Natural Resource Mgmt./Ecotourism under the Institute of Tropical Ecology.
- 2 : Serves as dormitory adviser and adviser in student organizations.

Signature and Title of Immediate Supervisor

Date

APPROVED

Head of Agency

Date



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> <p style="text-align: center;"><u>Department Head</u></p>	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> <p style="text-align: center;"><u>Dean</u></p>																		
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than ( 7 ) list only by their item nos. and titles) <p style="text-align: center;"><u>Department Head</u></p>																			
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> <p style="text-align: center;"><u>Computer, eraser, ballpen, eraser, etc.</u></p>																			
<b>18. CONTACT</b> <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<b>19. WORKING CONDITION</b> 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"/>
	Occasional	Frequent																	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
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Management	<input type="checkbox"/>	<input type="checkbox"/>																	
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <u>6/16/05</u>  Date </div> <div style="width: 45%; text-align: right;">   <u>RANDY M. OMEGA</u>  Signature of Employee </div> </div>																			
<b>21. Describe briefly the general function of the Unit or Section.</b> <p style="text-align: center;"><u>Instruction, Research and Extension</u></p>																			
<b>22. Describe briefly the general function of the position.</b> <p style="text-align: center;"><u>Instruction, Research and Extension</u></p>																			
<b>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).</b> Education: <u>B.S. degree in the area of specialization.</u> Experience:																			
<b>23b. Licenses or certificates required to do this work, if any.</b>																			
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <u>6/26/05</u>  Date </div> <div style="width: 45%; text-align: right;">   <u>EUNICE L. BERAT</u>  Signature and Title of Immediate Supervisor </div> </div>																			
<b>25. APPROVED</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Date </div> <div style="width: 45%; text-align: right;">   <u>JOSE L. BACUSMO</u>  Head of Agency </div> </div>																			