

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

GUARA SIVERRA J.

(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

College of Education

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO

ACT/

BOARD RES/

ORD NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. **VISCAB-INST1-48-2002**

7a. SALARY P.A.: **P. 134,004.00**

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor 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

80%

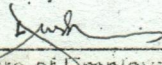
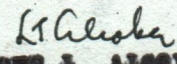
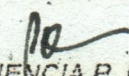
Teaching

10%

Library In-charge

10%

Others

14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER IV 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. typewriter, staple remover, puncher, etc.																													
18. CONTACT <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;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[]	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <u>5/14/03</u> Date  Signature of Employee																													
21. Describe briefly the general function of the Unit or Section Instruction, research & extension																													
22. Describe briefly the general function of the position. Teach undergraduate & graduate courses in education																													
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. <u>5/21/03</u> Date  DOLores E. ALONSO Signature and Title of Immediate Supervisor																													
25. APPROVED <u> </u> Date  PACIENCIA P. MILAN Head of Agency																													