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14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center; font-size: 1.2em;">PRINCIPAL</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center; font-size: 1.2em;">DEAN</div>
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.  <div style="text-align: center;">computer, calculator, etc.</div>	
18. CONTACT <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>           General Public <input type="checkbox"/>            Other Agencies <input type="checkbox"/>            Supervisors <input type="checkbox"/>            Management <input type="checkbox"/>            Others (Specify) <input type="checkbox"/> </div> <div>           Occasional <input type="checkbox"/>            Frequent <input checked="" type="checkbox"/> </div> </div>	19. WORKING CONDITION Normal Working Condition <input checked="" 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"/>
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>December 6, 2001</u>            Date         </div> <div style="text-align: center;">             Signature of Employee         </div> </div>	
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; font-size: 1.1em;">Supervising, managing and teaching US Laboratory High School Students</div>	
22. Describe briefly the general function of the position.  <div style="text-align: center; font-size: 1.1em;">Teaching Chemistry subjects and supervise students related activities</div>	
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: <u>BS degree in the area of specialization.</u> Experience: <u>1 year of relevant experience; 4 hours of relevant training.</u>	
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; font-size: 1.1em;">CS Eligible</div>	
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>12/6/05</u>            Date         </div> <div style="text-align: center;">   <b>NELEN P. LAMBERT, Principal</b>            Signature and Title of Immediate Supervisor         </div> </div>	
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">           _____            Date         </div> <div style="text-align: center;"> <b>PACIENCIA P. MILAN</b>            Head of Agency         </div> </div>	



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE NORRIS LUCIA SALANES (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE CHED	
4. DEPT./BRANCH/DIVISION Leyte State University Laboratory High School		5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ <input checked="" type="checkbox"/> BOARD RES/ ORD NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-INST3-17-2004	
7a. SALARY P.A. ₱ 159,600.00		7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION ASST. PROF. I		9. WORKING PROPOSED TITLE	
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			
90% - 1. Teaching Chemistry subjects at LSULES. 5% - 2. To take charge of Math & Science Section. 5% - 3. To perform other functions that that are assigned to me 100% by the principal and other school authorities.			