

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

LSULHS, DAE

1. NAME OF EMPLOYEE

MONTEZ / HUMBERTO JR. RAMOS
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSULHS, LSU

5. WORK STATION/PLACE OF WORK

LSULHS

6a. PRES. APPRO.

ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO

ACT/
BOARD RES/
ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

ASST. PROF. IV

9. WORKING PROPOSED TITLE

ASSOC. PROF. 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

60% - Teaches Biology subjects in lecture and laboratory classes.

10% - As section head and assigned in various committees

5% - As cooperating teacher.

5% - Coaches Volleyball Varsity Teams

10% - Manages Tilapia Project

8% - Performs research and extension services to local fishermen.

2% - Advises students on researches.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center; font-size: 1.2em;">PRINCIPAL</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center; font-size: 1.2em;">DEPT. HEAD</p>																												
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. <p style="font-family: cursive;">MICROSCOPES, SLIDES, GLASS WARES, OVERHEAD PROJECTOR, SLIDE PROJECTOR, CHARTS, SPECIMENS</p>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%; text-align: center;">Occasional</th> <th style="width: 30%; 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-collapse: collapse;"> <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)	[]
	Occasional	Frequent																											
General Public	[]	[✓]																											
Other Agencies	[✓]	[]																											
Supervisors	[]	[✓]																											
Management	[]	[✓]																											
Others (Specify)	[]	[]																											
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. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <p style="font-family: cursive; font-size: 1.2em;">Nov. 29, 2001</p> <p>Date</p> </div> <div style="width: 45%; text-align: center;"> <p style="font-family: cursive; font-size: 1.2em;">[Signature]</p> <p>Signature of Employee</p> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="font-family: cursive; font-size: 1.2em;">High School</p>																													
22. Describe briefly the general function of the position. <p style="font-family: cursive; font-size: 1.2em;">Teaching, research, extension + production</p>																													
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: <i>B.S. Biology or B.S. Education, major in Biology</i> Experience: <i>1 year</i>																													
23b. Licenses or certificates required to do this work, if any. <i>TEACHERS BOARD, CAREER CIVIL SERVICE XAM.</i>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="width: 45%; text-align: center;"> <p style="font-family: cursive; font-size: 1.2em;">[Signature]</p> <p>DOMINADOR S. UGOSANG Principal Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="width: 45%; text-align: center;"> <p style="font-family: cursive; font-size: 1.2em;">[Signature]</p> <p>PACIENCIA P. MILAN Head of Agency</p> </div> </div>																													