

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

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

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT **DLAAS**

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU

4. DEPT./BRANCH/DIVISION **Department of Liberal Arts and Behavioral Sciences, LSU**

5. WORK STATION/PLACE OF WORK

LSU

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. **VisCAB-API-17-2004**

7a. SALARY P.A.: **P159,600.00**

7b. OTHER COMPENSATION: **PERA/ACA**

3. 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

[x]

[]

[]

[]

[]

[]

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

Percent of

Working Time:

DUTIES

95% - Teaches English and Speech Courses.

3% - Member of different committees

2% - Other assignments given by the department head from time to time.

100%


14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)
Department Head

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Class record, ball pen, pencil, chart, board eraser, chalk, calculator & computer machine

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	<input type="checkbox"/>	<input type="checkbox"/>	Normal Working Condition (x)
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Field Trips <input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>	Exposed to Varied Weather
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>

20. I CERTIFY that the above answers are accurate and complete.

<u>May 9, 2007</u> Date	 SERGIO RUTH L. MARTINEZ Signature of Employee
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21. Describe briefly the general function of the Unit or Section. **As a service department teaches the students through quality instruction, to improve productivity profitability, equity and well-being of the University as a whole.**

22. Describe briefly the general function of the position. **To serve technical/academic department through instruction by teaching the basic subject/graduate courses at the department; explore possibilities on research and extension in relation to the College thrust.**

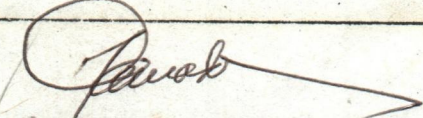
23.a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education: **BS degree relevant to the job.**


Experience: **1 yr. of relevant experience; 4 hrs. of relevant training.**

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

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

 Date	 ROBERTO F. CANADA, Dept. Head Signature and Title of Immediate Supervisor
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25. APPROVED

 Date	 PACIFICIA P. MILAN, President Head of Agency
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