

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

LHS

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

3. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

CATRE SALVADOR, JR. MANTILLA

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.:

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

70% Teaching English I, English II, and Val Ed. III subjects

20% As Adviser a section (any section assigned by the principal)

5% As Adviser of English Club

5% Performing other tasks / duties / responsibilities assigned / given by the immediate supervisor

100%

[Signature]

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

High School Principal

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean - College of Education

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.

18. CONTACT

Occasional Frequent

General Public	☐	☐
Other Agencies	☐	☐
Supervisors	☐	☐
Management	☐	☐
Others (Specify)	☐	☐

19. WORKING CONDITION

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.

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Teaching Communication Arts Subjects & Related Subjects

22. Describe briefly the general function of the position.

Teaching English 2 & 3 Subjects

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 in the area of specialization

Experience:

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

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

5/2/08

Date

NELEN P. LAMBERT, Principal

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE M. BACUSMO

Head of Agency