

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
Department of Computer Science and Technology

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO. ACT/
BOARD RES/
ITEM NO. 15

8. OFFICIAL DESIGNATION OF POSITION
Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS
MUNICIPALITY [] CITY [] PROVINCE []

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

Percent of :
Working Time : DUTIES

80% - **Teach Computer Science and Agriculture Engineering subjects.**

15% - **Provides technical assistance in system development.**

5% - **Do other duties as assigned by the department head.**

100%

WINSTON M. TABADA
Signature and Title of Immediate Supervisor

PACENCIA P. MILAN
Head of Agency

1. NAME OF EMPLOYEE
CESAR , MAGDALENE , ARAZO
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE
LSU

5. WORK STATION/PLACE OF WORK
LSU, Visca, Baybay, Leyte

7a. SALARY P.A.:
P 146,004.00

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

9. WORKING PROPOSED TITLE

11. OCCUPATION GROUP TITLE
(leave blank)

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

Date

APPROVED

Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">College 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 unit, calculator etc.</div>																													
18. CONTACT <table style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Normal Working Condition	<input 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"/>
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>November 17, 2005</u> Date </div> <div style="text-align: center;"> MAGDALENE A. CESAR Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">To conduct instruction.</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center;">To conduct instruction.</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). <div style="margin-top: 10px;"> Education: Bachelor's degree in the area of specialization. Experience: </div>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> WINSTON M. TABADA Signature and Title of Immediate Supervisor </div> </div>																													
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