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REPUBLIC OF THE PHILIPPINES			1. NAME OF EMPLOYEE		
BC-CSC Form No. 1 (Position Description Form)			CATRE SALVADOR JR. MANTILLA (Family Name) (Given Name) (Middle Name)		
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY			3. BUREAU OR OFFICE LSU		
4. DEPT./BRANCH/DIVISION LSU/LHS (Dept. of Science Education)			5. WORK STATION/PLACE OF WORK LSU		
3a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		3b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LS		7a. SALARY P.A.: ₱ 174,004.00	
3. OFFICIAL DESIGNATION OF POSITION Instructor I			7b. OTHER COMPENSATION: PERA/ACA		
10. WAPCO CLASSIFICATION OF THIS POSITION			9. WORKING PROPOSED TITLE		
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]			11. OCCUPATION GROUP TITLE (leave blank)		
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					
Teaching English II and Values Ed. I - 75 %					
As Section Adviser - 20 %					
Performing Other Tasks As Assigned By The Principal - 5 %					
100 %					



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

PRINCIPAL

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEAN OF  
THE 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.

typewriter, stapler, etc.

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.

April 24, 2007

Date

Salvador Lante Jr.

Signature of Employee

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

Teaching English, Filipino, Social Studies, PEHM, Values Education, CAT

22. Describe briefly the general function of the position.

Teaching English II, Afro-Asian Lit, and Values Ed.

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 English

Experience:

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

Civil Service Eligible

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

4/30/07

Date

NELEN P. LAMBERT

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN

Head of Agency