

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE  
**CVADRA, LEJUELA J.**

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

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
**LEYTE STATE UNIVERSITY**

3. BUREAU OR OFFICE  
**College of Education**

4. DEPT./BRANCH/DIVISION  
**Science of Education**

5. WORK STATION/PLACE OF WORK

6a. FRES. APPRO:  
ACT/  
BOARD RES/  
ORD. NO.

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

7a. SALARY P.A.: **P 134,000.00**

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

**VisCAB-INST1-48-2002**

8. OFFICIAL DESIGNATION OF POSITION  
**Instructor 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  
[ ]

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

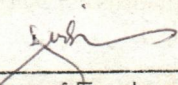
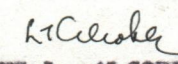

Percent of

Working Time :

DUTIES

- 40% - Administrative (as Principal) - Responsible for the efficient and effective management & for the realization of the goals & objectives of VFES
- 50% - Instruction - teach two Prof. Ed. 131 classes, supervise twenty-two student teacher under the Prof. Ed. 195 & Ag. Ed. 200.1 classes.
- 10% Others Assignment;  
Advise and supervise the activities of students both in and out of campus and see to it that the projects are properly implemented.  
Adviser of: BEED 2 students  
Mentor Guild  
Skylarks



| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><br><div style="text-align: center;"><b>Department Head</b></div>   | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><br><div style="text-align: center;"><b>College Dean</b></div> <div style="text-align: right; font-size: 1.5em;">143</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.<br><br><div style="text-align: center;"><b>Calculator, Overhead Projector, and Computer</b></div>   |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |
| 18. CONTACT<br><br><table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="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<br>Normal Working Condition <input checked="" type="checkbox"/><br>Field work <input type="checkbox"/><br>Field Trips <input type="checkbox"/><br>Exposed to Varied Weather <input type="checkbox"/><br>Other's (Specify) <input type="checkbox"/> |
|   | Occasional   | Frequent   |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |
| General Public  | [ ]  | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |
| Other Agencies  | [ ]  | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |
| Supervisors   | [ ]  | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |
| Management  | [ ]  | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |
| Others (Specify)  | [ ]  | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |
| 20. I CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>June 20, 2005</u><br/>Date         </div> <div style="width: 45%; text-align: right;"> <br/>Signature of Employee         </div> </div>   |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |
| 21. Describe briefly the general function of the Unit or Section.<br><br><div style="text-align: center;"><b>Instruction</b></div>  |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |
| 22. Describe briefly the general function of the position.<br><br><div style="text-align: center;"><b>Teaching</b></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).<br><br>Education: <b>Bachelor's degree in the area of speciliazation.</b><br>Experience:   |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |
| 23b. Licenses or certificates required to do this work, if any.   |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>June 21, 2005</u><br/>Date         </div> <div style="width: 45%; text-align: right;"> <br/> <b>DOLORES L. ALCOVER</b><br/>           Signature and Title of Immediate Supervisor         </div> </div>  |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |
| 25. APPROVED<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           _____<br/>Date         </div> <div style="width: 45%; text-align: right;"> <br/> <b>PACIENCIA P. MILAN</b><br/>           Head of Agency         </div> </div>  |  |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |