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REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

TRUYA RIZALINA DEMOL
(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

5. WORK STATION/PLACE OF WORK

LSU

3a. PRES. APPRO.

3b. PREV. APPRO

ACT/
BOARD RES/
ORD. NO.

ACT/
BOARD RES/
ITEM NO. 18

7a. SALARY P.A.: 174,004

7b. OTHER COMPENSATION: PERA/ACA

3. OFFICIAL DESIGNATION OF POSITION

Inspector 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
[]

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

Percent of :
Working Time :

DUTIES

- 85% - Teaching Communication Arts subjects in the LHS
- 10% - Section Adviser
- 5% - To do other assigned by the Comm. Arts Section Head and LSULHS Principal.
- 100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Principal

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Dean

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.

calculator, pens, 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.

5-18-07

Date

Rizalina D. Trigu
Signature of Employee

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

Teaching Comm Arts, Social Science and PHEMA Subjects

22. Describe briefly the general function of the position.

Teaching Comm Arts Subjects: Filipino and English

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 Filipino and BS English

Experience: 5 yrs

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

Civil Service Eligibility

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

5/22/07

Date

NELEN P. LAMBERT
Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN
President
Head of Agency