

# 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

Science Education

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

1. NAME OF EMPLOYEE

GUERRA LIJVERAJ JR2000

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.:

P197,256.00

7b. OTHER COMPENSATION: PERA/ACA

3. OFFICIAL DESIGNATION OF POSITION

Assistant Professor III

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

70%

Instruction


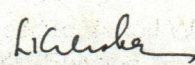
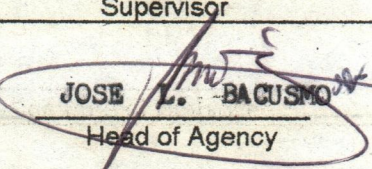
20%

Research and Instruction

10%

Other responsibilities



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Department Head Science Education	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Dean, College of Education																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than ( 7 ) list only by their item nos. and titles)																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>																													
<b>18. CONTACT</b> <table style="width: 100%;"><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)	[ ]	[ ]	<b>19. WORKING CONDITION</b> <table style="width: 100%;"><tbody><tr><td>Normal Working Condition</td><td></td></tr><tr><td>Field work</td><td style="text-align: center;">[ ]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[ ]</td></tr><tr><td>Exposed to Varied Weather</td><td></td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;">[ ]</td></tr></tbody></table>	Normal Working Condition		Field work	[ ]	Field Trips	[ ]	Exposed to Varied Weather		Other's (Specify)	[ ]
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<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u>10/26/07</u> Date</div><div style="text-align: center;"> Signature of Employee</div></div>																													
<b>1. Describe briefly the general function of the Unit or Section.</b> <div style="text-align: center; margin-top: 10px;"><b>Teaching/Instruction</b></div>																													
<b>2. Describe briefly the general function of the position.</b> <div style="text-align: center; margin-top: 10px;"><b>Teaching</b></div>																													
<b>3a. 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).</b> <div style="margin-top: 10px;">Education: <b>Bachelor's Degree</b> Experience: <b>3 years</b></div>																													
<b>3b. Licenses or certificates required to do this work, if any.</b>																													
<b>4. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u>                    </u> Date</div><div style="text-align: center;"> <b>DOLORES L. ALCOVER</b> Signature and Title of Immediate Supervisor</div></div>																													
<b>5. APPROVED</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u>                    </u> Date</div><div style="text-align: center;"> <b>JOSE L. BACUSMO</b> Head of Agency</div></div>																													