

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

1. NAME OF EMPLOYEE

Luchavez, Divina Monte

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

3. BUREAU OR OFFICE of Education

LSU

5. WORK STATION/PLACE OF WORK

LSU

6a. PRES. APPRO.

6b. PREV. APPRO

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ITEM NO. 15

7a. SALARY P.A.: ₱ 162,144.00

7b. OTHER COMPENSATION: PERA/ACA

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

85% - To teach Mathematics subjects at LHS

10% - Adviser, II-Guava

5% - To do other duties assigned by the Section Head
or the LHS Principal

100%

NELEN P. LAMBERT, Principal

JOSE L. BACUSMO

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Principal

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, 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.

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.

10/14/08
Date

DIVINA M. LUCARVA
Signature of Employee

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

Teaching Science & Mathematics Subjects

22. Describe briefly the general function of the position.

Teaching Advance Algebra, Plane & Solid Geometry & Analytic Geo & Calculus

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: B.S. degree in the area of specialization

Experience: 3 years

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

LET Passer

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

10/17/08
Date

NELEN P. LAMBERT, Principal

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO
Head of Agency