

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

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

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

PURE AND APPLIED CHEMISTRY

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. FRES. APPRO.

ACT/
BOARD RES/
ORD NO.

6b. PREV. APPRO.

ACT/
BOARD RES/
ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor III

9. WORKING PROPOSED TITLE

Instructor III

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor III

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

90% 1. To teach general chemistry subjects

5% 2. To help implement research and extension activities

5% 3. To do other related activities of the dept assigned by the dept head
and colleagues

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Department Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">College Dean</p>																		
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) NA</p>																			
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">computer, OHP, glasswares, balances, etc.</p>																			
<p>18. CONTACT</p> <table style="width: 100%; border-collapse: collapse;"> <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)	[]	[]	<p>19. WORKING CONDITION</p> <p>Normal Working Condition</p> <p>Field work []</p> <p>Field Trips []</p> <p>Exposed to Varied Weather</p> <p>Other's (Specify) []</p>
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;">ALLAN A. RAMAL</p> <p style="text-align: center;">Signature of Employee</p> </div> </div>																			
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">Instruction, Research & Extension</p>																			
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">Instruction, Research & Extension</p>																			
<p>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).</p> <p>Education: BS degree relevant to the job.</p> <p>Experience: 15 year of relevant experience; 8 hours of relevant training.</p>																			
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;">NA</p>																			
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;"><i>December 6, 2025</i></p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;">ANDRESITO D. ACAMAL</p> <p style="text-align: center;">Signature and Title of Immediate Supervisor</p> </div> </div>																			
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;">PACIENCIA P. MILAN</p> <p style="text-align: center;">Head of Agency</p> </div> </div>																			