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REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

PASQUAL ROSE GERRA
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT DLABS, LSU, Visca, Baybay, Leyte
LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

DLABS, LSU, Visca, Baybay, Leyte

4. DEPT./BRANCH/DIVISION

Department of Liberal Arts & Behavioral

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.

ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO

ACT/
BOARD RES/
ITEM NO.

IS

7a. SALARY P.A.:

P 134,004.00

7b. OTHER COMPENSATION:

PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

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 :

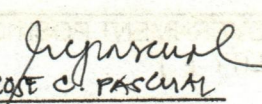
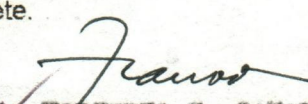

DUTIES

95% - Teaches Filipino and Social Science Courses.

3% - Member of different committees at DLABS

2% - Other assignments given by the department head from time to time.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><u>DEPARTMENT Head</u></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><u>DEAN</u></p>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <p style="text-align: center;"><u>Dept. Head</u></p>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <u>Class record, board eraser, chalk, ball pen, pencil, computer, charts, typewriter, etc.</u>																			
18. CONTACT <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)	[]	[]	19. WORKING CONDITION Normal Working Condition Field work [x] Field Trips [] Exposed to Varied Weather Other's (Specify) []
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Others (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>4-28-04</u> Date </div> <div style="text-align: center;">  <u>ROSE C. PASCUAL</u> Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <u>As a service department to serve/teach the students through quality for instruction, to improve the productivity, profitability, equity and well-being of the Univ. as a whole.</u>																			
22. Describe briefly the general function of the position. <u>To serve technical/academic department through instruction by teaching the basic subject courses at the department; explore possibilities on research and extension in relation to the Univ. thrusts.</u>																			
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: <u>Bachelor's degree in the area of specialization.</u> Experience: <u>none required.</u>																			
23.b Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>April 29, 2004</u> Date </div> <div style="text-align: center;">  <u>NORBERTO P. CANADA, Dept. Head</u> Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  <u>PACIENCIA P. MILAN</u> Head of Agency </div> </div>																			