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REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		1. NAME OF EMPLOYEE LORETO MA. THERESA P. (Family Name) (Given Name) (Middle Name)	
4. DEPT./BRANCH/DIVISION DoPAC		3. BUREAU OR OFFICE LSU	
5a. PRES. APPRO ACT/ BOARD RES/ ORD. NO.		5. WORK STATION/PLACE OF WORK LSU, Visca, Baybay, Leyte	
6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.		7a. SALARY P.A. P 169,176	
8. OFFICIAL DESIGNATION OF POSITION Asst. Professor		7b. OTHER COMPENSATION: PERA/ACA ACA/PERA	
10. WAPCO CLASSIFICATION OF THIS POSITION Asst. Professor		9. WORKING PROPOSED TITLE Asst. Professor	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE []		11. OCCUPATION GROUP TITLE (leave blank)	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES: If more space is needed, please attach additional sheets.			
Percent of Working Time : DUTIES			
1.	80%	To teach general and major chemistry courses	
2.	10%	To conduct and participate in the planning and/or implementation of research and extension programs	
3.	5%	To coordinate General Chemistry laboratory	
4.	5%	To do other related activities assigned by the department head and colleagues.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
HUMAN RESOURCE MANAGEMENT OFFICER-IV

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) NA

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
bunsen burner, glasswares, overhead projector, AAS, et al

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.

November 6, 2002
Date

mtploro MA. THERESA P. LORETO
Signature of Employee

21. Describe briefly the general function of the Unit or Section
Instruction, research & extension

22. Describe briefly the general function of the position.

To teach general and major chemistry courses

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: Relevant masteral degree

Experience: 1 year of relevant experience; 4 hours of relevant training.

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

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

Nov. 4, 2002
Date

ERLINDA O. LANDERITO
Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN
Head of Agency