

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LINA DARIO PEREZ <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION VSU LHS		5. WORK STATION/PLACE OF WORK LSU	
3a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-INST1-13-2005	7a. SALARY P.A.: ₱ 156,252.00 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR II		9. WORKING PROPOSED TITLE INSTRUCTOR	
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 [] <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : _____ <div style="text-align: center; margin-top: 10px;"> DUTIES </div>			
<div style="margin-bottom: 10px;"> 40% 1. To handle lecture and laboratory classes in agriculture. </div> <div style="margin-bottom: 10px;"> 25% 2. To take charge of VSU LHS seed bank project Pice Demo Farm. </div> <div style="margin-bottom: 10px;"> 15% 3. To serve as CAT-I commandant of VSU LHS CAT-I unit. </div> <div style="margin-bottom: 10px;"> 10% 4. To take charge of YDT classes PETM </div> <div style="margin-bottom: 10px;"> 5% 5. To act as supervisor of students in school related activities </div> <div style="margin-bottom: 10px;"> 6% 6. To perform other functions that are assigned to me by the principal and other school authorities. </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

PRINCIPAL

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEAN

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

NONE

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.

10/8/07

Date

Signature of Employee

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

Provide quality secondary education to deserving children of the rural poor as foundation for tertiary education or to prepare them for a gainful employment after graduation.

2. Describe briefly the general function of the position.

16. 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: BS degree in the area of specialization

Experience: none required

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

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

10/24/07

Date

DR. HELEN P. LAMBERT

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO

Head of Agency