

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 *LSU Laboratory High School*
Department of Science Education

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

1. NAME OF EMPLOYEE

LINA

DARIO

PEREZ

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.:

P 142,044.00

7b. OTHER COMPENSATION: FERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR II

Instructor II

9. WORKING PROPOSED TITLE

INSTRUCTOR II

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.

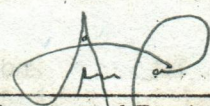
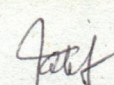
Percent of

Working Time

DUTIES

- | | | |
|-----|----|---|
| 40% | 1. | To handle lecture and laboratory classes in Agriculture. |
| 25% | 2. | Take charge of the LHS Nursery Project. |
| 15% | 3. | To serve as CAT-I Commandant & Instruction of LHS CAT-I Unit. |
| 10% | 4. | To take charge of PEHM class |
| 5% | 5. | To act as supervisor of students in school related activities. |
| 5% | 6. | To performo other duties/functions that are assigned by the principal and other school authorities. |

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em;">PRINCIPAL</div>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em;">DEAN</div>	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <div style="text-align: center; font-size: 1.2em;">NONE</div>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; font-size: 1.2em;">pens, ruler, etc.</div>			
18. CONTACT		19. WORKING CONDITION	
General Public	Occasional []	Normal Working Condition	x
Other Agencies	[]	Field work	[]
Supervisors	[]	Field Trips	[]
Management	[]	Exposed to Varied Weather	[]
Others (Specify)	[]	Other's (Specify)	[]
20. I CERTIFY that the above answers are accurate and complete.			
11/02/06 Date		 Signature of Employee	
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; font-size: 1.2em;">To provide instruction, research & extension services.</div>			
22. Describe briefly the general function of the position. <div style="text-align: center; font-size: 1.2em;">Instruction</div>			
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). <div style="padding-left: 20px;">Education: Bachelor's degree in the area of specialization. Experience:</div>			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
11/6/06 Date		 NELEN P. LAMBERT, Principal Signature and Title of Immediate Supervisor	
25. APPROVED		PACIENCIA P. MILAN Head of Agency	
Date			