

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

FAMILY AND CONSUMER SERVICES

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. 15

3. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

ESNILLONE CHELYN GALUPO

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: 9 147 408-

7b. OTHER COMPENSATION: PERA/ACA

9. WORKING PROPOSED TITLE

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

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please  
attach additional sheets.

Percent of

Working Time :

DUTIES

80 : Teaches courses in hotel, restaurant & tourism management

10 : Conducts extension activities

10 : Performs other responsibilities relevant to curricular improvement &  
student development

APPROVED



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

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)

students

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

computer, laboratory equipment and tools

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.

June 02, 2008

Date

Signature of Employee

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

Performs instruction, research, extension & production function

22. Describe briefly the general function of the position.

Teaches & conducts research & extension work related to hotel, restaurant & tourism management supervises/manages production-related projects.

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: BACHELOR OF SCIENCE IN HOTEL & RESTAURANT MANAGEMENT MAJOR IN FOOD & BEVERAGE

Experience:

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

none

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

June 2, 2008

Date

EUNICE I. BERAY

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSNO

Head of Agency