

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BENITEZ MARILOU MANTE <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE Leyte State University	
4. DEPT./BRANCH/DIVISION Horticulture		5. WORK STATION/PLACE OF WORK Horticulture	
6a. PRES. APPRO. ACT/ <input checked="" type="checkbox"/> BOARD RES/ <input checked="" type="checkbox"/> ORD. NO. <input checked="" type="checkbox"/>	6b. PREV. APPRO. ACT/ <input type="checkbox"/> BOARD RES/ <input type="checkbox"/> ITEM NO. <input type="checkbox"/>	7a. SALARY P.A.: 7b. OTHER COMPENSATION: PERA/ACA ₱12,000.00/annum	
8. OFFICIAL DESIGNATION OF POSITION Instructor		9. WORKING PROPOSED TITLE Instructor	
10. WAPCO CLASSIFICATION OF THIS POSITION Instructor		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 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 :		DUTIES	
80%	Teaching Teaches Hort 22; Hort 141		
10%	Extension Do extension work for the HELP Program of DOH		
10%	Others Do other routine works that maybe assigned by the Dept. Head.		

