

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

DEPT. OF FOOD SCIENCE & TECHNOLOGY

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. 13

1. NAME OF EMPLOYEE

GALVEZ LORINA ACILO

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

DEPT. OF FOOD SCIENCE & TECHNOLOGY

7a. SALARY P.A.: ₱ 134,004

7b. OTHER COMPENSATION: PERA/ACA

₱ 1.000

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

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 ☐

1st

2nd

3rd

4th

5th

6th

[]

[]

[]

[]

[]

[]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please

attach additional sheets.

Teach undergrad. & graduate courses and conduct research.

Percent of

Working Time :

DUTIES

20% - Research. Study leader in one of the researches in the department.

80% - Instruction. Teach undergraduate and graduate courses in the department.

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="font-size: 1.2em;"><u>PROFESSOR / DEPT. HEAD</u></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: right; font-size: 1.5em;">67</p> <p style="font-size: 1.2em;"><u>PROFESSOR / DEAN</u></p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="font-size: 1.1em;"><u>PROJECTOR, COMPUTER, LABORATORY EQUIPMMENT, BALANCE, KITCHEN TOOLS</u></p>																													
<p>18. CONTACT</p> <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional []</th> <th style="text-align: center;">Frequent []</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional []	Frequent []	General Public	[]	[X]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[]	[X]	Others (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table style="width: 100%;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p style="font-size: 1.2em;"><u>05-27-2005</u></p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <hr style="border: none; border-top: 1px solid black;"/> <p>Signature of Employee</p> </div> </div>																													
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<p>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).</p> <p>Education: <u>B.S. degree in the area of specialization.</u></p> <p>Experience: <u>none required</u></p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p style="font-size: 1.2em;"><u>05-27-2005</u></p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-size: 1.2em;"><u>Lutgarda S. Palomar</u></p> <hr style="border: none; border-top: 1px solid black;"/> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p style="font-size: 1.2em;"><u> </u></p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-size: 1.2em;"><u>PACIENCIA P. MILAN</u></p> <hr style="border: none; border-top: 1px solid black;"/> <p>Head of Agency</p> </div> </div>																													