

REPUBLIC OF THE PHILIPPINES

BCCSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

Guarte Jacqueline Mendoza
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

Leyte State University

4. DEPT./BRANCH/DIVISION

Dept. of Mathematics, Physics & Statistics

5. WORK STATION/PLACE OF WORK

DMPS

6a. FRES. APPRO.

ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO

ACT/
BOARD RES/
ITEM NO. **VISCAB-AP4-8-1998**

7a. SALARY P.A.: **P 227,976.00**

₱ 225,960.00

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION

Associate Prof. I

9. WORKING PROPOSED TITLE

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

80% - Teaches Statistics and Mathematics subjects

10% - College statistician

10% - Do other duties assigned by dept. head/supervisor.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Dean

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

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

computer, calculator, etc.

18. CONTACT

Occasional Frequent

General Public

[]

[x]

Other Agencies

[]

[]

Supervisors

[]

[]

Management

[]

[]

Others (Specify)

[]

[]

19. WORKING CONDITION

Normal Working Condition

[x]

Field work

[]

Field Trips

[]

Exposed to Varied Weather

Other's (Specify)

[]

20. I CERTIFY that the above answers are accurate and complete.

5 Dec. 2005

Date

[Signature]

Signature of Employee

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

To conduct research, extension and instruction.

22. Describe briefly the general function of the position.

To conduct research, extension and instruction.

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: BS degree relevant to the job.

Experience: 1 year of relevant experience; 4 hours of relevant training.

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

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

Dec. 6, 2005

Date

[Signature]
Signature and Title of Immediate Supervisor

25. APPROVED

PACENCIA P. MILAN
Head of Agency