

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>GALVEZ LORINA ACILO</b> <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>LEYTE STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>Dept. of Food Science &amp; Technology</b>	
4. DEPT./BRANCH/DIVISION <b>DEPT. OF FOOD SCIENCE &amp; TECHNOLOGY</b>		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A. <b>P134,004.00</b>  7b. OTHER COMPENSATION: <b>PERA &amp; ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>INSTRUCTOR-1</b>		9. WORKING PROPOSED TITLE <b>INSTRUCTOR I</b>	
10. WAPCO CLASSIFICATION OF THIS POSITION		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;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">           Percent of Working Time :         </div> <div style="width: 85%;">           DUTIES         </div> </div>			
70%	1. To teach Food Science subjects both in graduate and undergraduate level.		
20%	2. To conduct research related to Food Science and Product Development		
10%	3. Do other job assigned by the Dept. Head (related to the Department welfare) and College Dean (related to the College welfare).		
100%			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

DEPARTMENT HEAD / PROFESSOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DIRECTOR OF INSTRUCTION

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.

Distilling apparatus, oven, balance, furnace, projector, computer, monitor, glasswares, digester, kitchen utensils etc, freezer chemicals

18. CONTACT

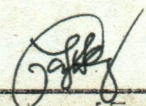
	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to Varied Weather	<input type="checkbox"/>
Other's (Specify)	<input type="checkbox"/>

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

May 6, 2004  
Date

  
Signature of Employee

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

To provide instruction, research & extension in the field of Food Science.

22. Describe briefly the general function of the position.

To provide instruction in Food Science courses, conduct research & extension services.

23a. 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).

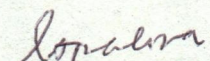
Education: B. S. degree in the area of specialization.

Experience: none required

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

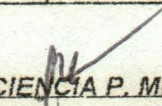
24. I HEREBY CERTIFY that the above answers are accurate and complete.

May 11, 2004  
Date

  
LUTGARDA S. PALOMAR  
Signature and Title of Immediate Supervisor

25. APPROVED

Date

  
PACIENCIA P. MILAN  
Head of Agency