

107

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

Granado Amie Parnira
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSULHS College of Education

4. DEPT./BRANCH/DIVISION

Department of Science Education

5. WORK STATION/PLACE OF WORK

LSULHS

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO.

ACT/

BOARD RES/

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Instructor 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

- 75% - Teaching Communication Arts subjects in the LSULHS
- 20% - Tiller Bulletin Adviser & Adviser of English Club
- 5% - Other assignments which may be directed by the Comm. Arts
Section Head or the LSULHS Principal.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-family: cursive; font-size: 1.2em;">Principal</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-family: cursive; font-size: 1.2em;">Dean</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <div style="text-align: center; font-family: cursive; font-size: 1.2em;">none</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; font-family: cursive; font-size: 1.2em;">none</div>																													
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center; font-weight: normal;">Occasional</th> <th style="text-align: center; font-weight: normal;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</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	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</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	[]	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-family: cursive; font-size: 1.2em;">October 3, 2002</div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-family: cursive; font-size: 1.2em;">[Signature]</div> <div style="text-align: center; font-size: 0.8em;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; font-family: cursive; font-size: 1.2em;">Teaching secondary education</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center; font-family: cursive; font-size: 1.2em;">Teaching English and Literature, / Adviser of H.S. student publication and English Club,</div>																													
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). <div style="font-size: 0.9em;"> Education: AB - English (Linguistics) - Ms Language Teaching - D. Ed. candidate Experience: 8 years in teaching </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; font-family: cursive; font-size: 1.2em;">PRC</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; border-top: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-family: cursive; font-size: 1.2em;">[Signature]</div> <div style="text-align: center; font-size: 0.8em;">DOMINADOR S. UGANG Principal</div> <div style="text-align: center; font-size: 0.8em;">Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; border-top: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-family: cursive; font-size: 1.2em;">[Signature]</div> <div style="text-align: center; font-size: 0.8em;">PACENCIA P. MILAN Head of Agency</div> </div> </div>																													