

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

1. NAME OF EMPLOYEE

LINA DARIO PEREZ

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

3. BUREAU OR OFFICE

LSU

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Laboratory High School

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAB-

7a. SALARY P.A. P 142,044.00

7b. OTHER COMPENSATION: PERA/ACA

x

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

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.

Percent of

Working Time :

DUTIES

40%

1. To handle lecture and laboratory classes in agriculture

25%

2. To take charge of LHS Demo Farm.

15%

3. To serve as CAT-I Commandant of LHS CAT-I Unit.

10%

4. To take charge of PEHM class

5%

5. To act as supervisor of students in school related activities

5%

6. To perform other functions that are assigned to me by the principal and other school authorities.

100%

98

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center; font-weight: bold;">Principal</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center; font-weight: bold;">Dean, Coll. of Education</p>																												
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. <p style="text-align: center;">computer, calculator, etc.</p>																													
18. CONTACT <table style="width: 100%; border: none;"> <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;"><input checked="" type="checkbox"/></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	[]	<input checked="" type="checkbox"/>	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;"><input checked="" type="checkbox"/></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	<input checked="" type="checkbox"/>	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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21. Describe briefly the general function of the Unit or Section. <p style="text-align: center; font-style: italic;">Supervising, managing and teaching laboratory High School Students</p>																													
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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: <u>Bachelor's degree in the area of specialization.</u> Experience:																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center; font-style: italic;">CS Eligible</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>12/6/05</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;">NELEN P. LAMBERT, Principal Signature and Title of Immediate Supervisor</p> </div> </div>																													
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