

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

DFCS

6a. PRES. APPRO

ACT/

BOARD RES/

ORD NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAB-AP1-5-02

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor

10. WARCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

DUMAGUING NANCY V.

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

7a. SALARY P.A.: 169,176.00

7b. OTHER COMPENSATION: PERA/ACA

9. WORKING PROPOSED TITLE

Asst. Professor

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

70

Teaches MSHE, BSHE and HET courses

15.5

Co-project and Component Leader, BIDANI

4.5

Conduct research activities

10

Performs other instruction-related duties

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
HUMAN RESOURCE MANAGEMENT OFFICER IV
Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Dean, College of Agriculture

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

Computer, puncher, stapler, ballpen etc.

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

18. CONTACT

	Occasional	Frequent
General Public	☒	☐
Other Agencies	☒	☐
Supervisors	☐	☒
Management	☒	☐
Others (Specify)	☐	☐

19. WORKING CONDITION

Normal Working Condition	☐
Field work	☐
Field Trips	☐
Exposed to Varied Weather	☐
Others (Specify)	☐

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

Date

NANCY V. DUMAGUING
Signature of Employee

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

To provide instruction, research and extension

22. Describe briefly the general function of the position.

Provide instruction, research and extension

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: Masters 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.

Date

EUNICE D. BERAY
Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN
Head of Agency