

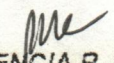


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|---|---|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| REPUBLIC OF THE PHILIPPINES BOCSO Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE SACEDON, N MARLON FLORES (Family Name) (Given Name) (Middle Name) | | | | | | | | | | | | | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY | | 3. BUREAU OR OFFICE State University | | | | | | | | | | | | | |
| 4. DEPT./BRANCH/DIVISION Dept. of Physics, Mathematics & Statistics | | 5. WORK STATION/PLACE OF WORK normal | | | | | | | | | | | | | |
| 6a. FRES. APPRO. ACT/ BOARD RES/ ORD. NO. | 6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LS | 7a. SALARY P.A.: P 134,004.00 7b. OTHER COMPENSATION: PERA/ACA | | | | | | | | | | | | | |
| 8. OFFICIAL DESIGNATION OF POSITION Instructor I | | 9. WORKING PROPOSED TITLE Instructor | | | | | | | | | | | | | |
| 10. WAPCO CLASSIFICATION OF THIS POSITION Instructor | | 11. OCCUPATION GROUP TITLE (leave blank) | | | | | | | | | | | | | |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td>1st</td> <td>2nd</td> <td>3rd</td> <td>4th</td> <td>5th</td> <td>6th</td> </tr> <tr> <td>[x]</td> <td>[]</td> <td>[]</td> <td>[]</td> <td>[]</td> <td>[]</td> </tr> </table> | | | | 1st | 2nd | 3rd | 4th | 5th | 6th | [x] | [] | [] | [] | [] | [] |
| 1st | 2nd | 3rd | 4th | 5th | 6th | | | | | | | | | | |
| [x] | [] | [] | [] | [] | [] | | | | | | | | | | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. Teaches Physics and mathematics subjects. Conducts instruction, research and extension. | | | | | | | | | | | | | | | |
| Percent of Working Time : DUTIES | | | | | | | | | | | | | | | |
| <p>90% - Teaches Physics and Mathematics subjects.</p> <p>10% - Do other duties may be assigned by the department head/supervisor.</p> <p>100%</p> | | | | | | | | | | | | | | | |

| <p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;"><u>Department Head</u></p> | <p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;"><u>College Dean</u></p> | | | | | | | | | | | | | | | | | | |
|---|--|-------------------------------------|----------|----------------|--------------------------|-------------------------------------|----------------|-------------------------------------|--------------------------|-------------|--------------------------|-------------------------------------|------------|--------------------------|-------------------------------------|------------------|--------------------------|--------------------------|--|
| <p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)</p> <p style="text-align: center;">none</p> | | | | | | | | | | | | | | | | | | | |
| <p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">calculator, computer, pen & etc.</p> | | | | | | | | | | | | | | | | | | | |
| <p>18. CONTACT</p> <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;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> | | Occasional | Frequent | General Public | <input type="checkbox"/> | <input checked="" 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"/> | <p>19. WORKING CONDITION</p> <p>Normal Working Condition</p> <p>Field work <input type="checkbox"/></p> <p>Field Trips <input type="checkbox"/></p> <p>Exposed to Varied Weather <input checked="" type="checkbox"/></p> <p>Other's (Specify) <input type="checkbox"/></p> |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | |
| General Public | <input type="checkbox"/> | <input checked="" 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"/> | | | | | | | | | | | | | | | | | |
| <p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p style="text-align: center;"><u>May 31, 2005</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: center;">  <p><u>MARLON F. SACEDON</u></p> <p>Signature of Employee</p> </div> </div> | | | | | | | | | | | | | | | | | | | |
| <p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">To conduct instruction, research and extension.</p> | | | | | | | | | | | | | | | | | | | |
| <p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">To conduct instruction, research and extension.</p> | | | | | | | | | | | | | | | | | | | |
| <p>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).</p> <p>Education: <u>Bachelor's degree in the area of specialization.</u></p> <p>Experience: <u>none</u></p> | | | | | | | | | | | | | | | | | | | |
| <p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;">n/a</p> | | | | | | | | | | | | | | | | | | | |
| <p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p style="text-align: center;"><u>06-01-2005</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: center;">  <p><u>REMBERTO A. DATINDOL</u></p> <p>Signature and Title of Immediate Supervisor</p> </div> </div> | | | | | | | | | | | | | | | | | | | |
| <p>25. APPROVED</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: center;">  <p><u>PACIENCIA P. MILAN</u></p> <p>Head of Agency</p> </div> </div> | | | | | | | | | | | | | | | | | | | |