

REPUBLIC OF THE PHILIPPINES

EC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION, OR AGENCY/

LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

DEPT. OF PURE & APPLIED CHEMISTRY

6a. PRES. APPRO

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

1. NAME OF EMPLOYEE

RAMAL ALLAN A.

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU, Visca, Baybay, Leyte

7a. SALARY P.A. P134,004.00

7b. OTHER COMPENSATION: PERA/ACA

ACA/PERA

8. OFFICIAL DESIGNATION OF POSITION

Instructor

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 []

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

90% 1. To teach general chemistry courses

5% 2. To act as adviser on some student organizations of the university and do other related activities assigned by the department head and colleagues

5% 3. To act as dance coordinator of the university under the CAC.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER IV Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Academic Affairs
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) **none**

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work
bunsen burners, glasswares, overhead projector, AAS, etc.

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	☐
Other's (Specify)	☐

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

Oct 19, 2002
Date


ALLAN A. RAMAL
 Signature of Employee

21. Describe briefly the general function of the Unit or Section
Instruction, research and extension

22. Describe briefly the general function of the position.
To Teach general chemistry courses

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).

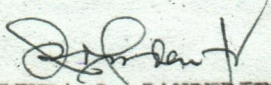
Education: **Bachelor's degree in the area of specialization**

Experience: **none required.**

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

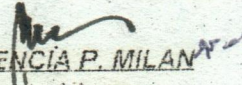
24. I HEREBY CERTIFY that the above answers are accurate and complete.

Oct 21, 2002
Date


ERLINDA O. LANDERITO
 Signature and Title of Immediate Supervisor

25. APPROVED

Date


PACIENCIA P. MILAN
 Head of Agency