

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
Department of Food Science & Technology (DFST)

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ITEM NO.

1. NAME OF EMPLOYEE
GALVEZ LORINA AGILO
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK
DFST

7a. SALARY P.A. **134,004.00**

7b. OTHER COMPENSATION: **PERA/ACA**

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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of Working Time :

DUTIES

60% Teaches graduate & undergraduate courses in the dept.
25% Also research activities under PCRSP-LSU Collaboration (Study leader)
15% Also extension work with microprocessors, dissemination of technologies to adopters both in Gov't & private entrepreneurs.
100%

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="font-size: 1.2em; margin-left: 40px;"><i>Dept. Head</i></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="font-size: 1.2em; margin-left: 40px;"><i>Dean</i></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>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="font-size: 1.2em; margin-left: 40px;"><i>pH meter, oven, glassware, computer, projector, muffle furnace, Ref. etc.</i></p>																																			
<p>18. CONTACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Frequent</th> <th style="width: 20%;"></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> <td></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> <td></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> <td></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> <td></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> <td></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> <table style="width: 100%; border-collapse: collapse;"> <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;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input checked="" type="checkbox"/>	Exposed to Varied Weather		Other's (Specify)	<input type="checkbox"/>
	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"/>																																	
Normal Working Condition	<input checked="" type="checkbox"/>																																		
Field work	<input type="checkbox"/>																																		
Field Trips	<input checked="" type="checkbox"/>																																		
Exposed to Varied Weather																																			
Other's (Specify)	<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: 20px;"> <div style="width: 45%;"> <p style="font-size: 1.2em; margin-left: 40px;"><i>Dec. 5, 2005</i></p> <p style="text-align: center; font-size: 0.8em;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-size: 1.2em; margin-left: 40px;"><i>[Signature]</i></p> <p style="text-align: center; font-size: 0.8em;">Signature of Employee</p> </div> </div>																																			
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="font-size: 1.2em; margin-left: 40px;"><i>Instruction, Research & Extension (Triology of function)</i></p>																																			
<p>22. Describe briefly the general function of the position.</p> <p style="font-size: 1.2em; margin-left: 40px;"><i>Instruction, Research & Extension</i></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: <i>Bachelor's degree in the area of specialization</i></p> <p>Experience:</p>																																			
<p>23b. Licenses or certificates required to do this work, if any.</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: 20px;"> <div style="width: 45%;"> <p style="font-size: 1.2em; margin-left: 40px;"><i>Dec. 5, 2005</i></p> <p style="text-align: center; font-size: 0.8em;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-size: 1.2em; margin-left: 40px;"><i>[Signature]</i></p> <p style="text-align: center; font-size: 0.8em;">Signature and Title of Immediate Supervisor</p> </div> </div>																																			
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center; font-size: 0.8em;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-size: 1.2em; margin-left: 40px;"><i>[Signature]</i></p> <p style="text-align: center; font-size: 0.8em;">PACIENCIA P. MILAN Head of Agency</p> </div> </div>																																			