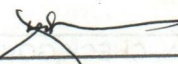
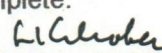
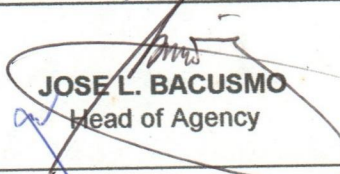


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CUADRA LIJUERAJ JUEGO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT. / BRANCH / DIVISION Department of Science Education		5 WORK STATION/PLACE OF WORK LSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. V1SCAB-AP3-5-1998	7a. SALARY P.A. P 216,984.00 7b. OTHER COMPENSATION PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Asst. Prof III		9 WORKING PROPOSED TITLE Instructor 1	
10. WAPCO CLASSIFICATION OF THIS POSITION		11 OCCUPATION GROUP TITLE (leave blank)	
12. IF 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 80% Instruction 20% Research, Extension and other assignments			
Signature and Title of Immediate Supervisor DOLORES L. ALCOBER Date July 26, 2008			
Signature and Title of Agency Head JOSE L. BACUSMO Date			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN																												
16. NAMES, TITLES, AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) list only by their item nos. and titles) Students																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, Printer, Overhead projector, LCD, DVD player, Component																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public []</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies [X]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors []</td> <td style="text-align: center;">[X]</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> </table>		Occasional	Frequent	General Public []	[]	[]	Other Agencies [X]	[]	[]	Supervisors []	[X]	[]	Management []	[]	[]	Others (Specify) []	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: right;">[]</td> </tr> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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Field Trips	[]																												
Exposed to Varied Weather	[]																												
Other's (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>26-Sep-08</u> Date </div> <div style="text-align: center;">  Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. Instruction, Research and Extension work																													
22. Describe briefly the general function of the position. Teaches BEED and BSED students																													
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 qualification of the present incumbent. This item should be filled for all positions other than teaching.) Education: Relevant masteral degree Experience: 2 yrs. of relevant experience; 8 hrs. of relevant training.																													
23.b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Sept 26, 2008</u> Date </div> <div style="text-align: center;">  DOLORES L. ALCOBER Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>																													