

# REPUBLIC OF THE PHILIPPINES

EO-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

1. NAME OF EMPLOYEE

VILLOGINO ALBERT ADA

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION: PERA/ACA

3. OFFICIAL DESIGNATION OF POSITION

Asst. Prof.

9. WORKING PROPOSED TITLE

Asst. Prof.

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

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

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

Percent of

Working Time:

DUTIES

70% 1. Teaches Service Physical Education 11, 12, 13 & 14 and Physical Education, Health, Music (PEHM) courses.

25% 2. Institute Director

5% 3. Other tasks that may be assigned by immediate supervisor.

100%



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

College Dean

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice-Pres. for Academic Affairs

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

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

computer and athletic supplies

18. CONTACT

	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	<input 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"/>

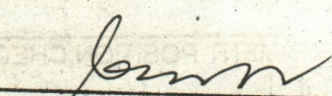
19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to Varied Weather	<input type="checkbox"/>
Other's (Specify)	<input type="checkbox"/>

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

October 17, 2007

Date

  
Signature of Employee

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

To provide instruction in service Physical Education and diploma in Physical Education courses.

22. Describe briefly the general function of the position.

To provide instruction in physical education courses.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

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: BS degree in the area of specialization

Experience: 1 year of relevant experience; 4 hrs of relevant training.


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

	Occasional	Frequent
General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

Date

19. WORKING CONDITION

Normal Working Condition	<input type="checkbox"/>
Field work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to Varied Weather	<input type="checkbox"/>
Other's (Specify)	<input type="checkbox"/>

  
DOLORES L. ALCOBER  
Signature and Title of Immediate Supervisor

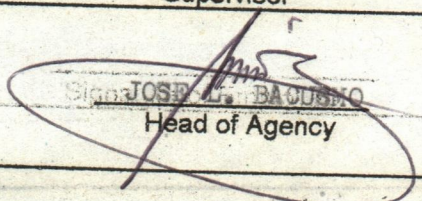
20. I CERTIFY that the above answers are accurate and complete.

25. APPROVED

Date

Describe briefly the general function of the Unit or Section.

Describe briefly the general function of the position

  
JOSE L. BACUSMO  
Head of Agency