

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

**OCLARIT ELVIRA LOPEZ**  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

**LEYTE STATE UNIVERSITY**

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. **VISCAB-INST1-22-2002**

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

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

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

Percent of

Working Time :

DUTIES

**On Study leave effective November, 2005 to October, 2006.**



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  College Dean	
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.  calculator, pens, etc.			
18. CONTACT  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)	
Occasional [ ] [ ] [ ] [ ] [ ]		Frequent [x] [ ] [ ] [ ] [ ]	
20. I CERTIFY that the above answers are accurate and complete.  October 17, 2005 Date			
Signature of Employee			
21. Describe briefly the general function of the Unit or Section.  To provide instruction, research & extension.			
22. Describe briefly the general function of the position.  Instruction, research & extension.			
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:			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  Oct. 17, 2005 Date			
Signature and Title of Immediate Supervisor  LUALHATI M. NORIEL, Ph.D. - Dept. Head			
25. APPROVED  Date			
PACIENCIA P. MILAN Head of Agency			