

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

QUADRA Lijnera Jugo

(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

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. **VISCAB-INST1-48-2002**

7a. SALARY P.A.: P 179,328.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Assistant Prof. III

9. WORKING PROPOSED TITLE

Asst. Prof. III

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

75%

Teaching

20%

Administrative (as VPES Principal)

5%

**Research, extension and other activities assigned by the
Department Head**

Relevant masteral degree

2 yrs. of relevant experience; 8 hrs. hrs. of relevant training

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Department Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">Dean</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="text-align: center;">Computer, overhead projector, calculator</p>																			
<p>18. CONTACT</p> <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</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> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <p>Normal Working Condition</p> <p>Field work []</p> <p>Field Trips []</p> <p>Exposed to Varied Weather</p> <p>Other's (Specify) []</p>
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<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="text-align: center;"><u>19/7/72</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p></p> <p style="text-align: center;">Signature of Employee</p> </div> </div>																			
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">Instruction</p>																			
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">Teaching</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: Relevant masteral degree</p> <p>Experience: 2 yrs. of relevant experience; 8 hrs. hrs. of relevant training.</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="text-align: center;"><u>10/19/06</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p></p> <p style="text-align: center;">DOLORES L. ALCONER</p> <p style="text-align: center;">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;"><u> </u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p></p> <p style="text-align: center;">PACIENCIA P. MILAN</p> <p style="text-align: center;">Head of Agency</p> </div> </div>																			