

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

CESAR , MAGDALENE , ARAZO

(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 Computer Science and Technology

5. WORK STATION/PLACE OF WORK

LSU,Visca, Baybay, Leyte

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

7a. SALARY P.A.:

P 146,004.00

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

80% - Teach Computer Science and Agriculture Engineering subjects.

15% - Provides technical assistance in system development.

5% - Do other duties as assigned by the department head.

100%

WINSTON M. TABADA

Signature and Title of Immediate Supervisor

Date

PACENCIA P. MILAN
Head of Agency

Date

APPROVED

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.

Computer unit, calculator etc.

18. CONTACT

Occasional Frequent

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)

☐

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

October 4, 2006

Date

MAGDALENE A. CESAR

Signature of Employee

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

To conduct instruction.

22. Describe briefly the general function of the position.

To conduct instruction.

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.

10/16/06

Date

WINSTON M. TABADA

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN

Head of Agency