

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE QUANER LIVERAS J. (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 College of Education		5. WORK STATION/PLACE OF WORK College of Education					
6a. PRES. APPRO ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: P 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.							
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Percent of Working Time:</th> <th style="width: 70%;">DUTIES</th> </tr> <tr> <td style="text-align: center; vertical-align: top;"> 80% 80% </td> <td style="vertical-align: top;"> Teaching Library In-charge </td> </tr> </table>				Percent of Working Time:	DUTIES	80% 80%	Teaching Library In-charge
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80% 80%	Teaching Library In-charge						

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER IV 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. typewriter, staple remover, puncher, etc.																			
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <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)	[]	[]	19. WORKING CONDITION Normal Working Condition ☒ Field work ☐ Field Trips ☐ Exposed to Varied Weather ☐ Other's (Specify) ☐
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Others (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <u>6-2-03</u> Date Signature of Employee																			
21. Describe briefly the general function of the Unit or Section Instruction																			
22. Describe briefly the general function of the position. Teach graduate and undergraduate courses																			
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: none required.																			
23b. Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>6/3/03</u> Date Dolores L. ALCONER Dean, CE Signature and Title of Immediate Supervisor																			
25. APPROVED <u> </u> Date PACIENCIA P. MILAN Head of Agency																			