

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

~~Pure & Applied Chemistry~~

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor

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.

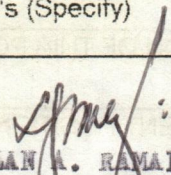

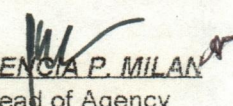
Percent of

Working Time :

DUTIES

- 90% 1. To teach general and major chemistry courses; as
- 5% 2. To act as advisor of some student organizations & act/thesis adviser
- 5% 3. To do other duties assigned by the department head and university as well.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director, Curriculum & Instruction	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) NA		222	
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Over head projector, computer, glasswares, etc.			
18. CONTACT Occasional Frequent General Public [<input type="checkbox"/>] [<input type="checkbox"/> Other Agencies [<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"/>		19. WORKING CONDITION Normal Working Condition Field work [<input type="checkbox"/> Field Trips [<input type="checkbox"/> Exposed to Varied Weather Other's (Specify) [<input type="checkbox"/>	
20. I CERTIFY that the above answers are accurate and complete. <u>OCT 26, 2005</u> Date		 <u>ALLAN A. RAMAL</u> Signature of Employee	
21. Describe briefly the general function of the Unit or Section. Instruction, Research & Extension			
22. Describe briefly the general function of the position. 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: BSAg Chen Experience: 12 yrs			
23b. Licenses or certificates required to do this work, if any. NA			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>27 Oct. 2005</u> Date		 <u>ANDRESITO B. ACABAL</u> Signature and Title of Immediate Supervisor	
25. APPROVED <u> </u> Date		 <u>PACIENCIA P. MILAN</u> Head of Agency	