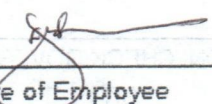
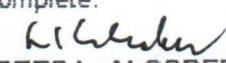


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CUADRA LIJUELAJ JUEGO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT. / BRANCH / DIVISION Department of 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. USCAR-AP 7-5-1998	7a. SALARY P.A. 284,476.40 7b. OTHER COMPENSATION PERA/ACA 24.00	
8. OFFICIAL DESIGNATION OF POSITION Associate Prof. 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:			
80% Instruction 20% Research, Extension and other assignments			
DUTIES			
Signature and Title of Immediate Supervisor DOLORES L. ALCOBER			
Signature and Title of Head of Agency JOSE L. BACUSMO			

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head <u>LUIS TULLI</u></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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) <u>Students</u></p>																							
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, Printer, Overhead projector, LCD, DVD player, Component</p>																							
<p>18. CONTACT</p> <table style="width: 100%;"> <tr> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public []</td> <td>[]</td> </tr> <tr> <td>Other Agencies [X]</td> <td>[]</td> </tr> <tr> <td>Supervisors []</td> <td>[X]</td> </tr> <tr> <td>Management []</td> <td>[]</td> </tr> <tr> <td>Others (Specify) []</td> <td>[]</td> </tr> </table>	Occasional	Frequent	General Public []	[]	Other Agencies [X]	[]	Supervisors []	[X]	Management []	[]	Others (Specify) []	[]	<p>19. WORKING CONDITION</p> <table style="width: 100%;"> <tr> <td>Normal Working Condition</td> <td>[X]</td> </tr> <tr> <td>Field Work</td> <td>[]</td> </tr> <tr> <td>Field Trips</td> <td>[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td>[]</td> </tr> <tr> <td>Other's (Specify)</td> <td>[]</td> </tr> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
Occasional	Frequent																						
General Public []	[]																						
Other Agencies [X]	[]																						
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Field Work	[]																						
Field Trips	[]																						
Exposed to Varied Weather	[]																						
Other's (Specify)	[]																						
<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="text-align: center;"> <p><u>7-Oct-09</u> Date</p> </div> <div style="text-align: center;">  <p>Signature of Employee</p> </div> </div>																							
<p>21. Describe briefly the general function of the Unit or Section. <u>Instruction, Research and Extension work</u></p>																							
<p>22. Describe briefly the general function of the position. <u>Teaches BEED and BSED students</u></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 qualification of the present incumbent. This item should be filled for all positions other than teaching.)</p> <p>Education: <u>B.S. degree relevant to the job.</u></p> <p>Experience: <u>1 yr. of relevant experience; 4 hr. of relevant training.</u></p>																							
<p>23.b. 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="text-align: center;"> <p>_____ Date</p> </div> <div style="text-align: center;">  <p>DOLORES L. ALCOBER 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="text-align: center;"> <p>_____ Date</p> </div> <div style="text-align: center;"> <p>JOSE L. BACUSMO Head of Agency</p> </div> </div>																							