(Position Description Form)  (Pamily Name) (Given Name) (Middle Name)  2. DEPARTMENT, CORPORATION OR AGENCY)  LOCAL GOVERNMENT  LEYTE STATE UNIVERSITY  4. DEPT./BRANCH/DIVISION  2. DEPT./BRANCH/DIVISION  3. BUREAU OR OFFICE  LSU Laberatory High School  5. WORK STATION/PLACE OF WORK  LSU, Baybay, Leyte  5. WORK STATION/PLACE OF WORK  LSU, Baybay, Leyte  7. SALARY P.A.:  7. ACT/  ACT/  BOARD RES/ ORD NO. ITEM NO. VIS (AB-ADA)-160-2004  8. OFFICIAL DESIGNATION OF POSITION  Administrative Aide 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 [] STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please  attach additional sheets.  Percent of:  Working Time:  DUTIES  Minesgraph teaching materials of LSU-LHS.  25%  Maintain the cleanliness of the Principal's office, comfort rooms and sorroundings and comfort rooms behind the amphitheater stage.		REPUBLIC OF TH		1. NAME OF EMPLOYEE In Figure .		
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER	
Principal	SUPERVISOR	
THE DAY OF THE STATE OF THE STA	Dean, Cellege of Education	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTL'	V OLIDEDVICE (Farmer than (7) list	
	1 SCPERVISE (II More than (7) list	
only by their item nos, and titles) none will be none		-iff-skapl
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in pe	erformance of work.	
mimeographing machine, bicycle, carpentry		E \$10.0
ejvel, vecues, R.		
18. CONTACT	19. WORKING CONDITION	88 11 25
General Public []	Normal Working Condition X Field work	
Other Agencies [3]	Field Trips	A Paris
Supervisors []	Exposed to Varied Weather	1 2000
Management [ ] [x]	Other's (Specify) [ ]	OFFICE B
Others (Specify)	Administrative vidents in imb	
Constitution St. Constitution St.	THE HEAD COLUMN TO THE BASELEY LOVE	<b>197</b> 0-1981
20. I CERTIFY that the above answers are accurate and complet	e. M	
Jonn. 7. row	ROMULO E. MORALES	1 305 51
The state of the s		
Date .	Signature of Employee	
21. Describe briefly the general function of the Unit or Section.		
Secondary Education	WENT OF BEING SAND RESPONDED TO THEM	
00. 0. 0. 1. 0. 0. 0. 0. 0.		
22. Describe briefly the general function of the position.		o to se
janitorial, messengerial, carpentry		that .
Janz est rass mossons gar boner		
	Vinetaria teaching materials of	255
23.a Indicate the required qualifications by years and kind of edu	ication considered in filling up a	
vacancy for this position. (Keep the position in mind rather t	than the qualifications of the present	a cs
incumbent. This item should be filled for all positions other	than teaching). The empor include bee	
Education: Must be able to read and write		
'ssaline attoma of themes' weres! The territoria	Perform messen cerial sarvices ench	20%
Experience: nene required norga bue anaideain	ete. and follow of roquests; commun	
shoods feda anteda seletaten femin to sie	Can form contractor to decide as the	20.5
23b. Licenses or certificates required to do this work, if any.	tonles. elseavenes, estitues, enti-	C. Co.
none	o to transfer or to the total	
24. * I HEREBY CERTIFY that the above answers are accurate a	nd complete description magnet	15%
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	1 Come of	
01-11-2004	VIRGENITA G. A LBARICO	
Date	Signature and Title of Immediate	
	Supervisor	
25. APPROVED	1000-	
	TO CONTRACT OF THE PARTY OF THE	
P. L.	PACIENCIA P. MILAN	
Date	Head of Agency	