

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

DEPT. OF BUSINESS MANAGEMENT

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO. ☒

6b. PREV. APPRO.

ACT/

BOARD RES/

ITEM NO.

1. NAME OF EMPLOYEE

TEVES

JOVIEL

RODRIGUEZ

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.:

7b. OTHER COMPENSATION: FERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR I

10. WAPCO CLASSIFICATION OF THIS POSITION

9. WORKING PROPOSED TITLE

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

☐

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES If more space is needed please
attach additional sheets.

Percent of

Working Time:

DUTIES

50%

Teaches Agribusiness management courses

25%

Conducts research and extension related activities

25%

Performs other duties and responsibilities that may be assigned by the
department head.

[Handwritten signature]

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, CEAI																			
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) none																					
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, overhead projector, etc.																					
18. CONTACT <table style="width: 100%; border: none;"> <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;">[x]</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	[]	[x]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition x Field work [] Field Trips [] Exposed to Varied Weather Other's (Specify) []	
	Occasional	Frequent																			
General Public	[]	[x]																			
Other Agencies	[]	[]																			
Supervisors	[]	[]																			
Management	[]	[]																			
Others (Specify)	[]	[]																			
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>26 JUNE 2006</u> Date </div> <div style="text-align: center;"> JOVIEL R. TEVES Signature of Employee </div> </div>																					
21. Describe briefly the general function of the Unit or Section. Instruction, research, extension and production specialized in the field of business management																					
22. Describe briefly the general function of the position. Instruction, research, extension & production																					
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: BS 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. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>26 JUNE 2006</u> Date </div> <div style="text-align: center;"> ANTONIO P. ABANO Signature and Title of Immediate Supervisor </div> </div>																					
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency </div> </div>																					