

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 Mathematics, Physics & Statistics

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. LS

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

VALENZONA, JORGE SANTONIA

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: ₱ 134,004.00

7b. OTHER COMPENSATION: FERA/ACA

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

[]

[]

[]

[]

[]

[]

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

attach additional sheets.

Percent of

Working Time:

DUTIES

80% - Teaches mathematics and statistics courses.

20% - Do other duties assigned by the supervisor.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 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. pens, calculator, etc.			
18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Normal Working Condition <input checked="" type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Field Trips <input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>	Exposed to Varied Weather <input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>
20. I CERTIFY that the above answers are accurate and complete.			
<u>June 26, 2006</u> Date		<u>JORGE S. VALENZONA</u> Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To conduct, research, and extension and instruction			
22. Describe briefly the general function of the position. To conduct research, extension and 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: Bachelor's degree in the area of specialization. Experience:			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
<u> </u> Date		<u>RUBEN A. PATINDOL</u> Signature and Title of Immediate Supervisor	
25. APPROVED <u> </u> Date		<u>PACIENCIA P. MILAN</u> Head of Agency	