

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE LINA DARIO PEREZ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY	3. BUREAU OR OFFICE LSULHS
4. DEPT./BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LS
7a. SALARY P.A.: ₱ 134,004.00	7b. OTHER COMPENSATION: PERA/ACA
8. OFFICIAL DESIGNATION OF POSITION Instructor I	9. WORKING PROPOSED TITLE Instructor I
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 :	DUTIES
40%	1. To handle lecture and laboratory classes in Agriculture.
25%	2. To take charge of the LHS Seedbank Project
15%	3. To serve as CAT-I Commandant of LHS CAT-I Unit
10%	4. To take charge of YDT class
05%	5. To act as supervisor of students in school related activities.
05%	6. To perform other functions that are assigned to me by the principal and other school authorities.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Principal

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Education

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.

tractor & YDT equipments

18. CONTACT

Occasional

Frequent

General Public

☐

☐

Other Agencies

☐

☐

Supervisors

☒

☐

Management

☐

☐

Others (Specify)

☐

☐

19. WORKING CONDITION

Normal Working Condition

Field work

☐

Field Trips

☐

Exposed to Varied Weather

Other's (Specify)

☐

20. I CERTIFY that the above answers are accurate and complete.

10/08/04

Date



Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research & extension

22. Describe briefly the general function of the position.

Instruction, research & extension

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: 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.

10-08-04

Date

VIRGENITA G. ALBARICO

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN

Head of Agency