

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

PASCUAL ROSE CERNIA

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

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT Dept. of Liberal Arts & Behavioral Sciences

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU

4. DEPT./BRANCH/DIVISION

Dept. of Liberal Arts & Behavioral Sciences

5. WORK STATION/PLACE OF WORK

DLABS, LSU

6a. PRES. APPRO

ACT/

BOARD RES/

ORD NO

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO LS

7a. SALARY P.A. P 134,004.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR I

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor I

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

[]

[x]

[]

[]

[]

[]

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

attach additional sheets

Percent of

Working Time

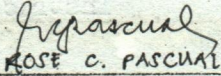
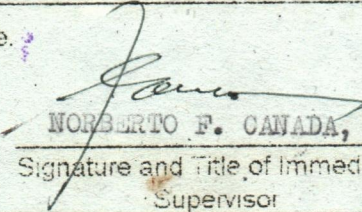
DUTIES

95% - To teach undergraduate subjects like Social Sciences and Filipino Courses at DLABS.

3% - Member of different Committees at DLABS.

2% - Other assignments given by the Dept. Head from time to time.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER IV Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) Dept. Head																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Class records, pencil, ball pen, calculator, computer, chalk, chalkboard eraser, visual aids, etc.																													
18. CONTACT 00.000, NET 5 <table style="width: 100%; border-collapse: collapse;"> <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;">☐</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	☒	☐	Other Agencies	☐	☐	Supervisors	☐	☒	Management	☐	☐	Others (Specify)	☐	☐	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>	Normal Working Condition	☒	Field work	☐	Field Trips	☐	Exposed to Varied Weather	☐	Other's (Specify)	☐
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20. I CERTIFY that the above answers are accurate and complete. <u>April 15, 2003</u> Date  ROSE C. PASCUAL Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. As a service department to serve/teach the students through quality instruction, to improve the productivity, profitability, equity and well-being of the University as a whole.																													
22. Describe briefly the general function of the position. To serve technical/academic department through instruction by teaching the basic subject at the department; to explore possibilities on research and extension in relation to the University thrust.																													
23a. 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. <u>April 21, 2003</u> Date  NORBERTO F. CANADA, Dept. Head Signature and Title of Immediate Supervisor																													
25. APPROVED <u> </u> Date  PACIENCIA P. MILAN Head of Agency																													