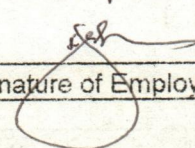




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GWADRA LIJBERAJ JUEGO <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE College of Education	
4. DEPT./BRANCH/DIVISION Science Education		5. WORK STATION/PLACE OF WORK OSE	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VIS-CAB-INST1-48-2002	7a. SALARY P.A.: P 179,328.00 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Assistant Prof. III		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : DUTIES			
40%	-	Administrative Function (responsible for the efficient & effective management & for the realization of the goals & objectives of VFES by exercising academic & administrative leadership)	
30%	-	Teach graduate & undergraduate courses	
20%	-	Supervise student teachers	
10%	-	Other assignments	
100%			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Dean, College of Education</div>	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <div style="text-align: center;">NA</div>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">computer, calculator, etc. NA</div>			
18. CONTACT		19. WORKING CONDITION	
General Public	Occasional []	Frequent [X]	Normal Working Condition <input checked="" type="checkbox"/>
Other Agencies	[]	[]	Field work []
Supervisors	[X]	[X]	Field Trips []
Management	[]	[]	Exposed to Varied Weather
Others (Specify)	[]	[]	Other's (Specify) []
20. I CERTIFY that the above answers are accurate and complete.			
<div style="text-align: center;">12/6/05 _____ Date</div>		<div style="text-align: center;"> _____ Signature of Employee</div>	
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Supervising & Teaching Graduate & Undergraduate Students</div>			
22. Describe briefly the general function of the position. <div style="text-align: center;">Teach graduate & undergraduate students & conducts research & extension activities</div>			
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: Relevant masteral degree			
Experience: 2 years of relevant experience; 8 hours of relevant training.			
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="text-align: center;">_____ Date</div>		<div style="text-align: center;"> DOLORES L. ALCOBIER _____ Signature and Title of Immediate Supervisor</div>	
25. APPROVED			
<div style="text-align: center;">_____ Date</div>		<div style="text-align: center;"> PACIENCIA P. MILAN _____ Head of Agency</div>	