

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

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

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU

4. DEPT./BRANCH/DIVISION

DEPARTMENT OF FOOD SCIENCE & TECHNOLOGY

5. WORK STATION/PLACE OF WORK

LSU

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAP-INST-8-2005

7a. SALARY P.A. ₱162,144.00

7b. OTHER COMPENSATION: FERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

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

80%: Teach undergrad. & graduate courses

10%: Affiliate researcher of NCRC - U.

10% Affiliate extension worker of NCRC - U and perform

Some of the extension works of the home department.

100%

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.

18. CONTACT

	Occasional	Frequent
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

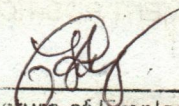
19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to Varied Weather	<input type="checkbox"/>
Other's (Specify)	<input type="checkbox"/>

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

October 29, 2008

Date


Signature of Employee

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

mandated to perform instruction, extension, research & production functions.

22. Describe briefly the general function of the position.

Teach undergrad. & graduate courses and conduct research and extension activities

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: B.S. degree in the area of specialization

Experience: none required

23b. Licenses or certificates required to do this work, if any.

NONE

24. I HEREBY CERTIFY that the above answers are accurate and complete.

29 Oct. 2008

Date


FELIX J. AMESTOSO

Signature and Title of immediate Supervisor

25. APPROVED

Date


JOSE L. BACUSMO

Head of Agency