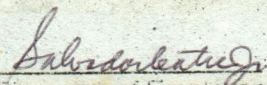
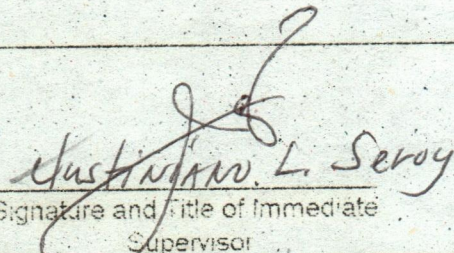
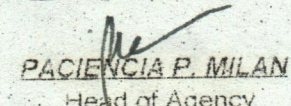


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <i>Catre Salvador Jr. Manh'la</i> (Family Name) (Given Name) (Middle Name)													
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE • LSU													
4. DEPT./BRANCH/DIVISION <i>LSULHS</i>		5. WORK STATION/PLACE OF WORK <i>VISCA, Baybay, Leyte</i>													
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 <i>Instructor I</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 <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 15%; text-align: right;">50 %</td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 80%;">Teaching English and Asian literature subjects</td> </tr> <tr> <td style="text-align: right;">40 %</td> <td style="text-align: center;">-</td> <td>Performing tasks of a Section Adviser</td> </tr> <tr> <td style="text-align: right;">10 %</td> <td style="text-align: center;">-</td> <td>Performing ^{other} tasks as assigned by the principal</td> </tr> <tr> <td style="text-align: right;">100 %</td> <td></td> <td>and College Dean</td> </tr> </table>				50 %	-	Teaching English and Asian literature subjects	40 %	-	Performing tasks of a Section Adviser	10 %	-	Performing ^{other} tasks as assigned by the principal	100 %		and College Dean
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER IV <i>PRINCIPAL</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>DEAN - College of Education</i>																												
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. <i>ballpen, stapler, puncher, etc.</i>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</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	[]	[x]	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;">[x]</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	[x]	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>June 3, 2003</u> Date  Signature of Employee																													
21. Describe briefly the general function of the Unit or Section <i>Teaching Comm. Arts, Soc. Sci., YDT, & CAT</i>																													
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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: <i>Bachelor's degree in the area of specialization.</i> Experience: <i>none required.</i>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>June 5, 2003</u> Date  Signature and Title of Immediate Supervisor																													
25. APPROVED <u> </u> Date  PACIENCIA P. MILAN Head of Agency																													