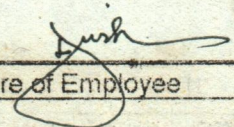
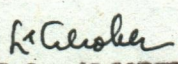
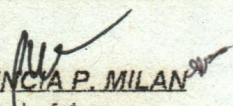


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1 NAME OF EMPLOYEE <i>CLARA LINARAN JUEGO</i> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <i>LEYTE STATE UNIVERSITY</i>		3. BUREAU OR OFFICE <i>LSU</i>	
4. DEPT./BRANCH/DIVISION <i>COLLEGE OF EDUCATION</i>		5. WORK STATION/PLACE OF WORK <i>DEPT. OF SCIENCE EDUC.</i>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. <i>VISCA-INST1-48-2002</i>	7a. SALARY P.A. ₱ <i>134,004.00</i>	
		7b. OTHER COMPENSATION: <i>PERA/ACA</i>	
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			
<i>80% instruction (teach education courses both undergrad and graduate)</i>			
<i>10% research /extension</i>			
<i>10% other responsibilities assigned</i>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;"><i>DEAN</i></div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;"><i>PRESIDENT</i></div>																												
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. <div style="text-align: center;"><i>typewriter, stapler, ballpen, puncher, etc.</i></div>																													
18. CONTACT <table style="width: 100%; border: none;"> <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;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center;"><i>5/18/04</i></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%;"> <div style="text-align: center;"></div> <div style="text-align: center;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;"><i>Instruction, research & extension.</i></div>																													
22. Describe briefly the general function of the position. <div style="text-align: center;"><i>teaching</i></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: <i>Bachelor's degree in the area of specialization.</i> Experience:																													
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="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center;"><i>5/18/04</i></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%;"> <div style="text-align: center;"> DOLORES L. ALCOBIER</div> <div style="text-align: center;">Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center;">Date</div> </div> <div style="width: 45%;"> <div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency</div> </div> </div>																													