

N-V. Dumaguig

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> <b>DUMAGUIG NANCY V.</b> (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> <b>LEYTE STATE UNIVERSITY</b>		<b>3. BUREAU OR OFFICE</b> <b>LSU</b>	
<b>4. DEPT./BRANCH/DIVISION</b> <b>DEPARTMENT OF FAMILY AND CONSUMER SCIENCES</b>		<b>5. WORK STATION/PLACE OF WORK</b> <b>LSU</b>	
<b>3a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO.	<b>3b. PREV. APPRO</b> ACT/ BOARD RES/ ITEM NO. <b>USCAP-AP2-8-2004</b>	<b>7a. SALARY P.A.:</b> <b>P 186,096.00</b> <b>7b. OTHER COMPENSATION:</b> <b>PERA/ACA</b>	
<b>3. OFFICIAL DESIGNATION OF POSITION</b> <b>Asst. Professor</b>		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] 1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</b>			
Percent of Working Time:		<b>DUTIES</b>	
<b>70%</b>		<b>Teaches BSHE and service courses</b>	
<b>20%</b>		<b>BIDANI Component Leader</b>	
<b>8%</b>		<b>Conducts related activities</b>	
<b>2%</b>		<b>Performs other task assigned by the Department Head</b>	



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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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.

computer, typewriter, blackboard, chalk, eraser etc.

18. CONTACT

	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 type="checkbox"/>

19. WORKING CONDITION

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

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

Sept. 20, 2007  
Date

NANCY V. DUMAGUING

Signature of Employee

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

instruction, research and extension

22. Describe briefly the general function of the position.

instruction, extension and research

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 experiences; 3 hrs. 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.

Oct 1, 2007  
Date

EUNICE L. BERAY

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO  
Head of Agency