

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GRANDSO ANNIE PARMIS (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 College of Education - DSE		5. WORK STATION/PLACE OF WORK LSULHS	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-INST1-34-98	7a. SALARY P.A.: ₱ 134,004.00 7b. OTHER COMPENSATION PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Instructor 1		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			
75% - Teaching Communication Arts subjects in the LHS 20% - Tiller Bulletin Adviser & Adviser of LSULHS English Club 5% - Other assignments which may be directed by the Comm. Arts Section Head or the LSULHS Principal.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

High School Principal

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dr. Delores L. Alceber - 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.

stapler, puncher, staple remover, typewriter, ball pen, etc.

18. CONTACT

Occasional

Frequent

General Public

☐

☒

Other Agencies

☐

☐

Supervisors

☐

☐

Management

☐

☐

Others (Specify)

☐

☐

19. WORKING CONDITION

Normal Working Condition ☒

Field work ☐

Field Trips ☐

Exposed to Varied Weather ☐

Others (Specify) ☐

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

11-20-03

Date



Signature of Employee

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

teaches comm. arts, CAT, YDT, Soc. Sci.

22. Describe briefly the general function of the position.

teaches English and Literature

23a. 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: Bachelor's degree in the area of specialization.

Experience:

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

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

Date

JUSTINIANO L. SEROY

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN

Head of Agency