

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Department of Economics

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. LS

3. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

Homes Eura Mary

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: 147,408-

7b. OTHER COMPENSATION: PERA/ACA

9. WORKING PROPOSED TITLE

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

[]

3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of :

Working Time :

DUTIES

90%: Teaches economics and Agricultural Economics courses
Other duties and responsibilities that may be assigned
by the head

10%

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean of College / Vice President for Academic Affairs

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, syllabus, chalkboard/whiteboard, calculator

18. CONTACT

Occasional

Frequent

General Public

[]

[X]

Other Agencies

[]

[]

Supervisors

[]

[]

Management

[]

[]

Others (Specify)

[]

[]

19. WORKING CONDITION

Normal Working Condition [X]

Field work []

Field Trips []

Exposed to Varied Weather []

Other's (Specify) []

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

June 24, 2008

Date

Signature of Employee

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

Provide instruction, research and extension services

22. Describe briefly the general function of the position.

Instruction, research and extension

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: BS degree relevant to the job

Experience: 1 year of relevant experience

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

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

June 24, 2008

Date

JOSE M. ALKUIÑO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO

Head of Agency