

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <i>CATRE SALVADOR JR M.</i> <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>LEYTE STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>LSU</b>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK <b>LSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: <b>PERA/ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION <i>INSTRUCTOR I</i>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">1st [ ]</div> <div style="text-align: center;">2nd [ ]</div> <div style="text-align: center;">3rd [ ]</div> <div style="text-align: center;">4th [ ]</div> <div style="text-align: center;">5th [ ]</div> <div style="text-align: center;">6th [ ]</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : <span style="float: right;">DUTIES</span>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <p><i>Teaching: English II (Eng. Gram, Comp. &amp; Afro-Asian Literature)</i></p> <p><i>Values Education</i></p> <p><i>As Section Adviser</i></p> <p><i>Performing other tasks given by the immediate supervisor</i></p> </div> <div style="width: 25%; text-align: right;"> <p><i>} 70 %</i></p> <p><i>} 20 %</i></p> <p><i>} 5 %</i></p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> <p><i>100 %</i></p> </div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center; font-family: cursive;">LSULHS PRINCIPAL</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center; font-family: cursive;">CE - DEAN</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;">calculator, pens, etc.</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;">[ ]</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 Normal Working Condition      x Field work                              [ ] Field Trips                              [ ] Exposed to Varied Weather Other's (Specify)                      [ ]
	Occasional	Frequent																	
General Public	[ ]	[x]																	
Other Agencies	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Others (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <div style="font-family: cursive; font-size: 1.2em;">April 10, 2006</div> <div>_____</div> <div>Date</div> </div> <div style="text-align: center;"> <div style="font-family: cursive; font-size: 1.2em;">Salvador Leticia Jr.</div> <div>_____</div> <div>Signature of Employee</div> </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center;">To provide instruction, research &amp; extension.</div>																			
22. Describe briefly the general function of the position.  <div style="text-align: center;">Instruction</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: BS 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.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <div>_____</div> <div>Date</div> </div> <div style="text-align: center;"> <div style="font-family: cursive; font-size: 1.2em;">[Signature]</div> <div>NELEN P. LAMBERT, Principal</div> <div>_____</div> <div>Signature and Title of Immediate Supervisor</div> </div> </div>																			
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <div>_____</div> <div>Date</div> </div> <div style="text-align: center;"> <div style="font-family: cursive; font-size: 1.2em;">[Signature]</div> <div>PACIENCIA P. MILAN</div> <div>_____</div> <div>Head of Agency</div> </div> </div>																			