
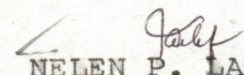



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GRAVOSO ANNIE PARMIS <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE College of Education	
4. DEPT./BRANCH/DIVISION LSU- Laboratory High School		5. WORK STATION/PLACE OF WORK LSU, VISCA, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. ViSCAB-INST1-34-1998	7a. SALARY P.A.: P 134,004.00 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Instructor		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;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : DUTIES			
<div style="margin-bottom: 10px;"> 95% - Teaching Communication Arts subjects in LSULHS. </div> <div style="margin-bottom: 10px;"> 5% - Other assignments which may be directed by the Comm. Arts Section Head or the LHS Principal. </div> <div> 100% </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR LSULHS Principal	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Education																												
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. calculator, typewriter, etc.																													
18. CONTACT <table style="width: 100%;"><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;">[<input checked="" type="checkbox"/>]</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	[]	[<input checked="" type="checkbox"/>]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%;"><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;">[]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[]</td></tr><tr><td>Exposed to Varied Weather</td><td></td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;">[]</td></tr></tbody></table>	Normal Working Condition	[<input checked="" type="checkbox"/>]	Field work	[]	Field Trips	[]	Exposed to Varied Weather		Other's (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u>10-17-05</u> Date</div><div style="text-align: center;"> Signature of Employee</div></div>																													
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension.																													
22. Describe briefly the general function of the position. Instruction, research & 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 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; margin-top: 10px;"><div style="text-align: center;"><u>10/11/05</u> Date</div><div style="text-align: center;"> NELEN P. LAMBERT Signature and Title of Immediate Supervisor</div></div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u> </u> Date</div><div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency</div></div>																													