

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

1. NAME OF EMPLOYEE

TRUYA RIZALINA DEMOL

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. 15

7a. SALARY P.A.: P147,408.00

7b. OTHER COMPENSATION: PERA/ACA

3. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR I

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 [X]

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

85% -To teach Filipino subjects at VSULHS

5% -Second Year Adviser of LHS students

5% -Chairman VSULHS Socio Cultural

5% -To do other duties assigned by the Principal and Section Head.

100%

2M

2305



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

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.

18. CONTACT

	Occasional	Frequent
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

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

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

MAY 5, 2008

Date

Rizalina D. Sruga

Signature of Employee

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

Teaching communication arts subjects & related subjects

22. Describe briefly the general function of the position.

Teaching Filipino 2 & 3 subjects

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: 8 yrs

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

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

5/9/08

Date

NELEN P. LAMBERT, Principal

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO

Head of Agency