

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

College of Education

3a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ITEM NO. *LS*

3. OFFICIAL DESIGNATION OF POSITION

Instructor 1

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

Lambert, Mg Jesusa Corazon Moralde
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: *₱ 141,408*

7b. OTHER COMPENSATION: **PERA/ACA**

9. WORKING PROPOSED TITLE

Teaching

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

[X]

5th

[]

6th

[]

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

Percent of
Working Time :

DUTIES

90% : T.L.E teacher, teaching first, second and third year high school levels,
and Values Education Teacher, teaching first year level.

10% : performing other duties assigned by the supervisor

100% :

Date

APPROVED

[Signature]

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Principal</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>Dean</i>
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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.
Visual aids, chalk board, Sewing machines, Range & kitchen utensils

18. CONTACT	19. WORKING CONDITION																												
<table border="0"> <tr> <td></td> <td>Occasional</td> <td>Frequent</td> </tr> <tr> <td>General Public</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>Other Agencies</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>Supervisors</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>Management</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>Others (Specify)</td> <td>☐</td> <td>☐</td> </tr> </table>		Occasional	Frequent	General Public	☐	☐	Other Agencies	☐	☐	Supervisors	☐	☐	Management	☐	☐	Others (Specify)	☐	☐	<table border="0"> <tr> <td>Normal Working Condition</td> <td>☐</td> </tr> <tr> <td>Field work</td> <td>☐</td> </tr> <tr> <td>Field Trips</td> <td>☒</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td>☐</td> </tr> <tr> <td>Other's (Specify)</td> <td>☐</td> </tr> </table>	Normal Working Condition	☐	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.

Date

Signature of Employee

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

Teaching Technology and Life/Health Education Subjects & IGP

22. Describe briefly the general function of the position.

Teaching TLE Home Economics 1, 2, 3 and Values Ed 1 Subjects & in-charge of LHS Conference

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: *Bachelor's degree in the area of specialization*

Experience: *1 year*

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

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

6/19/08
Date

NELEN P. LAMBERT, Principal
Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO
Head of Agency