

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT **DLARS**

**LEYTE STATE UNIVERSITY**

4. DEPT./BRANCH/DIVISION

**DEPARTMENT OF LIBERAL ARTS AND  
BEHAVIORAL SCIENCES**

**DLARS**

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. **LS**

1. NAME OF EMPLOYEE

**PASCAR ROSE CERNA**  
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

**1001 VSU**

5. WORK STATION/PLACE OF WORK

**LSU**

7a. SALARY P.A.: **9162,144.00**

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

8. 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

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

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

Percent of  
Working Time:

DUTIES

**95% - To teach Filipino and Social Sciences Courses and some other subjects offered at DLARS.**

**3% - Member in different committees and participate in the co-curricular activities in DLARS.**

**2% - Other assignments given by the department head from time to time.**

**100%**



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>DEPARTMENT HEAD</b>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>DEAN</b>
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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)  
**DEPARTMENT HEAD**

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
**Computer, calculator, class record, ball pen, pencil, chart, etc.**

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	<input type="checkbox"/>	<input type="checkbox"/>	Normal Working Condition <input checked="" type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Field Trips <input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>	Exposed to Varied Weather
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>

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

\_\_\_\_\_  
Date

*Jose Pascua*  
**JOSE C. PASCUA**  
Signature of Employee

21. Describe briefly the general function of the Unit or Section. **As a service/teach the students through quality instruction, to improve productivity, profitability, equity and well-being of the University as a whole.**

22. Describe briefly the general function of the position. **To serve technical/academic department through instruction by teaching the basic subject/graduate courses at the department; explore possibilities in research and extension in relation to the College thrusts.**

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.

\_\_\_\_\_  
Date

*Roberto P. Canada*  
**ROBERTO P. CANADA, Head**  
Signature and Title of Immediate Supervisor

25. APPROVED

\_\_\_\_\_  
Date

*Dr. Jose S. Bacusno*  
**DR. JOSE S. BACUSNO, President**  
Head of Agency