

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		Pasqual Rose O.	
		(Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VSU LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE Visayas State University LSU	
4. DEPT./BRANCH/DIVISION Dept. of Liberal Arts & Behavioral Sciences		5. WORK STATION/PLACE OF WORK LSU	
5a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LS	7a. SALARY P.A.: ₱ 147,408.00	
3. OFFICIAL DESIGNATION OF POSITION Instructor I		7b. OTHER COMPENSATION: PERA/ACA	
10. WAPCO CLASSIFICATION OF THIS POSITION		9. WORKING PROPOSED TITLE	
		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			
<p>95% - To teach Filipino and Social Sciences Courses offered at DLATS as assigned by the Dept. Head.</p> <p>3% - Member in different committees at DLATS and participate in the co-curricular activities in DLATS.</p> <p>2% - Other assignments given by the department head from time to time.</p> <p>100% :</p>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean

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 machine, Ball pen, pencils, chart, class record, calculator, etc.

18. CONTACT

Occasional

Frequent

General Public

[]

[]

Other Agencies

[]

[]

Supervisors

[]

[]

Management

[]

[]

Others (Specify)

[]

[]

19. WORKING CONDITION

Normal Working Condition

Field work

[x]

Field Trips

[]

Exposed to Varied Weather

Other's (Specify)

[]

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

10/5/07

Date

ROSE C. PASQUA

Signature of Employee

21. Describe briefly the general function of the Unit or Section. AS a service department to serve/teach the students through quality instructions, to improve the 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 on research & 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: Bachelor's degree in the area of specialization.

Experience: none required

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, Dept. Head

Signature and Title of Immediate

Supervisor

25. APPROVED

Date

JOSE L. BACUSMO

Head of Agency