REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE
Antipaso Vicente B.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT
Visayas State College of Agriculture

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION
Physical Education

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.

6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION
Associate Professor

9. WORKING PROPOSED TITLE
Associate Professor

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 [x] CITY [ ] PROVINCE [ ]

1st	2nd	3rd	4th	5th	6th
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

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

Percent of Working Time	DUTIES
80%	1. **Teaches basic Physical Education 11, 12, 13 & 14**
15%	2. **Coordinator, Dept's Recreation Program**
5%	3. **Other tasks that maybe assigned by immediate superior**
100%	

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR **Department Head**	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR **Director of Instruction**

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)
none

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
athletic supplies

18. CONTRACT

	Occasional	Frequent
General Public	[x]	[ ]
Other Agencies	[x]	[ ]
Supervisors	[ ]	[x]
Management	[ ]	[x]
Other (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[ ]
Field Trips	[ ]
Exposed to Varied Weather	[ ]
Others (Specify)	[ ]

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

June 2, 1998
Date

VICENTE B. ANTIPASO
Signature of Employee

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

To provide instruction in physical education courses

22. Describe briefly the general function of the position.

To provide instruction in physical education courses

23a. 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: **Relevant masteral degree**

Experience: **2 yrs relevant experience; 8 hrs relevant training**

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

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

June 2, 1998
Date

ELISEO P. PASTRANO – Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO
Head of Agency