

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> ABERILLA (Family Name) JOVEL (Given Name) M. (Middle Name) </div>											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Institute of Human Kinetics											
4. DEPT./BRANCH/DIVISION		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: P 24,000.00											
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor III											
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)											
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.													
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Percent of Working Time: DUTIES </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="vertical-align: top;"> 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination. </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">2. Member in different committees.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="vertical-align: top; border-top: 1px solid black;">100%</td> <td></td> </tr> </table>				85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.	5%	2. Member in different committees.	5%	3. Participate in the co-curricular activities.	5%	4. Perform other functions assigned by the Department Head.	100%	
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1053 102 8790 9/3

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Institute Director</i>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>College Dean</i>	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <i>None</i>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>Athletic supplies and equipment</i>			
18. CONTRACT		19. WORKING CONDITION	
	<u>Occasional</u>	<u>Frequent</u>	
General Public	[X]	[]	Normal Working Condition [X]
Other Agencies	[]	[]	Field Work []
Supervisors	[]	[]	Field Trips []
Management	[]	[]	Exposed to Varied Weather []
Other (Specify)	[]	[]	Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div>_____ Date</div> <div><i>[Signature]</i> Signature of Employee</div> </div>			
21. Describe briefly the general function of the Unit or Section. <i>To provide instruction in Service Physical Education and Diploma in Physical Education courses.</i>			
22. Describe briefly the general function of the position. <i>To provide instruction in Service Physical Education courses.</i>			
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: <i>BS degree in the area of specialization</i> Experience: <i>1 year of relevant experience</i>			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div>_____ Date</div> <div><i>[Signature]</i> VICENTE B. ANTIPASO- Director Signature and Title of Immediate Supervisor</div> </div>			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div>_____ Date</div> <div><i>[Signature]</i> JOSE L. BACUSMO Head of Agency</div> </div>			