

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CAYETANO, JOSELLE R. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University, Visca, Baybay City, Leyte		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION INSTITUTE OF HUMAN KINETICS		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. <u>VLSCAP-1</u> <u>INSTI-1-2002</u>	
7a. SALARY PA.: <u>P 279,280 -</u>		7b. OTHER COMPENSATION: P24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor	
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 () PROVINCE () 1 st 2 nd 3 rd 4 th 5 th 6 th () () () () () ()			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please Attach additional sheets.			
Percent of Working Time		DUTIES	
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%			

CAYETANO

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Institute Director</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">College Dean</div>														
16. NAMES, TITLES AND ITEM NOS OF THOSE YOUR DIRECTLY SUPERVISE (if more than (7), list only by their nos. and titles. <div style="text-align: center;">none</div>															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">Athletic supplies & equipment</div>															
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> </tr> <tr> <td>Frequent</td> <td></td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">(x) ()</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">() ()</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">() ()</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">() ()</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">() ()</td> </tr> </table>		Occasional	Frequent		General Public	(x) ()	Other Agencies	() ()	Supervisors	() ()	Management	() ()	Others (Specify)	() ()	19. WORKING CONDITION : Normal Working Condition (X) Field Work () Field Trips () Exposed to Varied Weather () Others (Specify) ()
	Occasional														
Frequent															
General Public	(x) ()														
Other Agencies	() ()														
Supervisors	() ()														
Management	() ()														
Others (Specify)	() ()														
20. I CERTIFY that the above answers are accurate and complete <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>May 14, 2015</u> Date </div> <div style="text-align: center;"> Signature of Employee </div> </div>															
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">To provide instruction in Service Physical Education and Diploma in Physical Education courses</div>															
22. Describe briefly the general function of the position. <div style="text-align: center;">To provide instruction in Service Physical Education courses</div>															
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: <u>MS</u> 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. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> ALELI A. VILLOCINO -Director Signature and Title of Immediate Supervisor </div> </div>															
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> JOSE L. BACUSMO Head of Agency </div> </div>															