REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE CAYETANO JOSELLE F. (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. 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. LS VISCHO- NSI [-]-	7a. SALARY PA.: PALO, 440. W 7b. OTHER COMPENSATION: P24,000.00
8. OFFICIAL DESIGNATION OF POSITION	9. WORKING PROPOSED TITLE
Instructor L	Instructor
10. WAPCO CLASSIFICATION OF THIS POSITION	ON 11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CHECK	K GOVERNMENTAL UNIT AND UNIT'S CLASS CITY () PROVINCE ()
NATURE 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	rd 4 th 5 th 6 th
13. STATEMENT OF DUTIES AND RESPONSIBIL: Attach additional sheets.	ITIES. If more space is needed, please
Percent of Working Time DT	JTIES
others the following: a) Prepared teaching material b) Conducts examination (mid/ c) Checks test papers and ret	urn 1 week after exam. rn over class records to department head two s. lar activities.

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EXT HIGHER SUPERVISOR A

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
NOTE OF THE PROPERTY.	
Institute Director	College Dean
16. NAMES, TITLES AND ITEM NOS OF THOSE YOUR	DIRECTLY SUPERVISE (if more than (7), list
only by their nos. and titles.	,,,
none	
17. MACHINES, EQUIPMENT, TOOLS, etc. used re-	gularly in performance of work
17. MACHINES, EQUIPMENT, TOOLS, etc. used le	guidily in periormance of work.
Athletic cum	plies & equipment
18. CONTACT	
Occasional	Normal Working Condition (X)
Frequent	Field Work ()
General Public (x) ()	Field Trips ()
Other Agencies () ()	Exposed to Varied Weather ()
Supervisors () ()	Others (Specify) ()
Management () ()	
Others (Specify) () ()	7.198 PART - 1.287 30 20 3
	A
20. I CERTIFY that the above answers are acc	urate and complete
5/24/22/6 Date	
Date	Signature of Employee
21. Describe briefly the general function of	
21. Describe briefly the general function of	the onit of section.
	in Planta I William in
	ice Physical Education and Diploma in
Physical Education courses	
22. Describe briefly the general function of	the position.
COLOR FOR THE COLOR OF LATER OF THE	
To provide instructions in Service 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)	
F	
Education: ES degree in the area	of specialization
Education. As degree in the area	
E-manianas, 1 was of valeurst av	nerience: 4 hrs of relevant training
Experience: I year of relevant ex	perience; 4 hrs. of relevant training
	this work if one
23b. Licenses or certificates required to d	to this work, if any
	great reconstruction of the control
24. I HEREBY CERTIFY that the above answers a	are accurate and complete.
TEACH MINISTER CALLY	
7730 2074 Kabe	Gerry
6/3/2016	ALEXI A. VILLOCINO -Director
Date	Signature and Title of Immediate Supervisor
25. APPROVED	e cap dicaporal representants in the second of the second
LJ. MEROVED	1000
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	EDGARDO E. TULIN

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