

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		CAYETANO JOSELLE R. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		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.		7a. SALARY PA.: ₱239,280.00 7b. OTHER COMPENSATION: P 24,000.00	
6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. 15 VISCAD-1041-1-2002			
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor I	
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: e) Prepared teaching materials/guides and submit to department head. f) Conducts examination (mid/final/long hours/quizzes). g) Checks test papers and return 1 week after exam. h) 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%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Institute Director	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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 regularly in performance of work. Athletic supplies & equipment																			
18. CONTACT <table><tr><td></td><td>Occasional</td><td>Frequent</td></tr><tr><td>General Public</td><td>(x)</td><td>()</td></tr><tr><td>Other Agencies</td><td>()</td><td>()</td></tr><tr><td>Supervisors</td><td>()</td><td>()</td></tr><tr><td>Management</td><td>()</td><td>()</td></tr><tr><td>Others (Specify)</td><td>()</td><td>()</td></tr></table>		Occasional	Frequent	General Public	(x)	()	Other Agencies	()	()	Supervisors	()	()	Management	()	()	Others (Specify)	()	()	19. WORKING CONDITON : Normal Working Condition Field Work (x) 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 May 3, 2013 Date Signature of Employee Captain																			
21. Describe briefly the general function of the Unit or Section. To provide instruction in Service Physical Education and Diploma in Physical Education courses																			
22. Describe briefly the general function of the position. To provide instruction 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) Education: HS degree in the area of specialization Experience: 1 year of relevant experience																			
23b. Licenses or certificates required to do this work, if any																			
24. I HEREBY CERTIFY that the above answers are accurate and complete 05-6-13 Date VICENTE B. ANTIPASO Signature and Title of Immediate Supervisor JOSE L. BACUSMO Head of Agency																			
25. APPROVED Date																			