

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

1. NAME OF EMPLOYEE

SAPAN MARY JEAN M.

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

Dept. of Physical Education

4. DEPT./BRANCH/DIVISION  
PHYSICAL EDUCATION

5. WORK STATION/PLACE OF WORK

VisCA, Baybay, Leyte

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

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

7a. SALARY P.A.: ₱ 127,620.00

7b. OTHER COMPENSATION: PERA/ACA

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 ☐

1st	2nd	3rd	4th	5th	6th
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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. Recreation coordinator of the department.              |
| <u>5%</u> | : | 3. Other tasks that maybe assigned by immediate superior. |
| 100%      | : |   |



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 equipment

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.

May 14, 2001

Date

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: Bachelor's degree in the area of specialization.

Experience: none required.

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

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

REMEDIOS R. RUSSEL

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency