

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		MANINGO, LYNDON L.	
		(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.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. <del>LS</del> VISCAD-1081-12-2013	7a. SALARY PA.: 239,280-	
		7b. OTHER COMPENSATION: P24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE	
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 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> ( ) (✓) ( ) ( ) ( ) ( )			
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. Members 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>( x )</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 )	( 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 )	( x )																			
Other Agencies	( )	( )																			
Supervisors	( )	( )																			
Management	( )	( )																			
Others (Specify)	( )	( )																			
20. I CERTIFY that the above answers are accurate and complete  6-11-2014 Date  Signature of Employee																					
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: BS degree in the area of specialization  Experience: 3 year of relevant exp. 4 yrs of relevant teaching																					
23b. Licenses or certificates required to do this work, if any LICENSURE EXAMINATION FOR TEACHERS																					
24. I HEREBY CERTIFY that the above answers are accurate and complete.  Date  RICARIDO C. NANGGAN, JR. -Director Signature and Title of Immediate Supervisor																					
25. APPROVED  Date  JOSE L. BACUSMO Head of Agency																					