

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>SAPAN MARY JEAN M.</b> <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>LEYTE STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>LSU</b>	
4. DEPT./BRANCH/DIVISION <b>Institute of Human Kinetics</b>		5. WORK STATION/PLACE OF WORK <b>LSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. <b>LS</b>	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. <b>LS</b>	7a. SALARY P.A.:  7b. OTHER COMPENSATION: <b>PERA/ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Instructor</b>		9. WORKING PROPOSED TITLE <b>Instructor</b>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> <span>MUNICIPALITY <input checked="" type="checkbox"/></span> <span>CITY <input type="checkbox"/></span> <span>PROVINCE <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1st <input type="checkbox"/></span> <span>2nd <input type="checkbox"/></span> <span>3rd <input type="checkbox"/></span> <span>4th <input type="checkbox"/></span> <span>5th <input type="checkbox"/></span> <span>6th <input type="checkbox"/></span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES If more space is needed, please attach additional sheets.			
Percent of Working Time:		DUTIES	
70%  25%  5%  100%	1. Teaches Service Physical Education 11, 12, 13 & 14 and Physical Education, Health, Music (PEHM) courses.  2. Coordinator, University Wellness Program  3. Other tasks that maybe assigned by immediate supervisor.		



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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 YOU DIRECTLY SUPERVISE (if more than ( 7 ) list only by their item 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 equipment</div>																															
18. CONTACT <table style="width:100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>			Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width:100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Signature of Employee</div> </div> </div>																															
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">To provide instruction in Service PE and Diploma in PE courses</div>																															
22. Describe briefly the general function of the position. <div style="text-align: center;">To provide instruction in physical education courses.</div>																															
23.a. 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>BS degree in the area of specialization</u> Experience: <u>10 years of experience in physical education</u>																															
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="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%; text-align: center;">16/19/06</div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">ALELI A. VILLACINO -Director Signature and Title of Immediate Supervisor</div> </div> </div>																															
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">PACIENCIA P. MILAN Head of Agency</div> </div> </div>																															