

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> GATCHALIAN FLORIFE A. </div> <div style="font-size: small; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 5px;">Visayas State College of Agriculture</div>		3. BUREAU OR OFFICE <div style="margin-top: 5px;">Dept. of Physical Education</div>	
4. DEPT./BRANCH/DIVISION <div style="margin-top: 5px;">Physical Education</div>		5. WORK STATION/PLACE OF WORK <div style="margin-top: 5px;">ViSCA, Baybay, Leyte</div>	
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 <div style="margin-top: 5px;">Instructor I</div>		9. WORKING PROPOSED TITLE <div style="margin-top: 5px;">Instructor I</div>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <div style="margin-top: 5px;">(leave blank)</div>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>MUNICIPALITY <input checked="" type="checkbox"/></div> <div>CITY <input type="checkbox"/></div> <div>PROVINCE <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px; font-size: small;"> <div>1st <input type="checkbox"/></div> <div>2nd <input type="checkbox"/></div> <div>3rd <input type="checkbox"/></div> <div>4th <input type="checkbox"/></div> <div>5th <input type="checkbox"/></div> <div>6th <input type="checkbox"/></div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> Percent of Working Time : </div> <div style="width: 80%; text-align: center;"> DUTIES </div> </div>			
80% 15% 5% <u>100%</u>	1. Teaches basic Physical Education 11, 12, 13 & 14 2. Department's auditor 3. Other tasks that maybe assigned by immediate superior.		

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.

5-9-01

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.

5-9-01

Date

REMEDIOS R. RUSSEL

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIFICIA P. MILAN

Head of Agency