

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY

LOCAL GOVERNMENT

VISA'AS STATE COLLEGE OF AGRICULTURE

4. DEPT. / DIVISION

Dept. of Physical Education

6a. PRES. APPROP.

ACT/ 7663

BOARD RES./

ORD. NO.

ITEM NO. 96-17

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

ADA,

AL-ELI

F.

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

3. DUTY OR OFFICE

7. WORK STATION / PLACE OF WORK

6a. PRES. APPROP.

ACT/ 7663

BOARD RES./

ORD. NO.

ITEM NO. 96-17

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY P.A.

P50,880.00

AUTHORIZED

ACTUAL

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

10.

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(leave b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☒

1st

☐

☐

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES

80%

1. Teaching basic physical education courses.

15%

2. Coordinates w/ the Varsity Athletic Program.

5%

3. Taking down minutes during department staff meeting as department secretary.

[Handwritten signature]

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 nos. and titles.

none

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

Physical Education equipment, pen, etc.

18. CONTACTS

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

X

Management

X

Others (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.

12/1/94
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

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: BS degree with specific area of specialization plus

EXPERIENCE: other requirement per QS of the college

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

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

12/1/94
Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Head of Agency