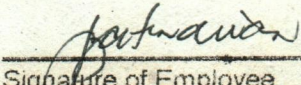
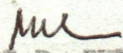
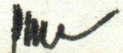


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>GATCHALIAN FLORIFE A.</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>LEYTE STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>Inst. of Human Kinetics</b>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK <b>LSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <b>LS</b>	7a. SALARY P.A.  7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION <b>Instructor I</b>		9. WORKING PROPOSED TITLE <b>Instructor I</b>	
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 <input checked="" type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input checked="" type="checkbox"/> 1st 2nd 3rd 4th 5th 6th [ ] [ ] [ ] [ ] [ ] [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time :		DUTIES	
80% 1. Teaches basic Physical Education 11, 12, 13 & 14.			
15% 2. Community Sports Coordinator of the Institute.			
5% 3. Other tasks that maybe assigned by immediate superior.			
100%			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <p style="text-align: center;"><b>Institute Director</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <p style="text-align: center;"><b>Vice-Pres. for Academic Affairs</b></p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than ( 7 ) list only by their item nos. and titles)  <p style="text-align: center;"><b>none</b></p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <p style="text-align: center;"><b>athletic equipment</b></p>																													
18. CONTACT  <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <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> </tbody> </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;"> <tbody> <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> </tbody> </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%; text-align: center;"> <u>6/02/04</u> Date         </div> <div style="width: 45%; text-align: center;">  Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;"><b>To provide instruction in service physical education and diploma in Physical Education</b></p>																													
22. Describe briefly the general function of the position. <p style="text-align: center;"><b>To provide instruction in physical Education courses.</b></p>																													
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: <b>BS degree in the area of specialization</b>  Experience: <b>1 year of relevant experience, 4 hrs. of relevant training</b>																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;"><b>Licensure Examination for Teachers (LET)-passed</b></p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>6/02/04</u> Date         </div> <div style="width: 45%; text-align: center;">   <b>REMEDIOS R. RUSSEL -Director</b>            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">           _____ Date         </div> <div style="width: 45%; text-align: center;">   <b>PACIENCIA P. MILAN</b>            Head of Agency         </div> </div>																													