

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

1. NAME OF EMPLOYEE

SAPAN MARY JEAN M.
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

LS

7a. SALARY P.A.: P 147,408.00

7b. OTHER COMPENSATION: PERA/ACA

3. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor

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 [x]

PROVINCE []

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

95% 1. Teaches service Physical Education 11, 12, 13 & 14 and Physical Education,
Health & Music (PEHM) courses.

5% 2. Other tasks that may be assigned by immediate superior.

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 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. CONTACT

Occasional

Frequent

General Public

☒☐

Other Agencies

☒☐

Supervisors

☐☒

Management

☐☐

Others (Specify)

☐☐

19. WORKING CONDITION

Normal Working Condition ☒Field work ☐Field Trips ☐

Exposed to Varied Weather

Other's (Specify) ☐

20. I CERTIFY that the above answers are accurate and complete.

10/5/07

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 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 in the area of specialization

Experience:

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

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

Supervisors

Management

Others (Specify)

10/5/07

Date

Signature and Title of Immediate Supervisor

ANGEL A. VILLOCINO

25. APPROVED

Date

JOSE L. BACUSO

Head of Agency