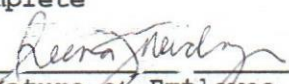
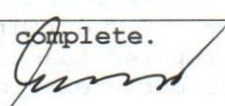


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TABUDLONG, Sheena Eunice B. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University, Visca, Baybay City, Leyte		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION INSTITUTE OF HUMAN KINETICS		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. <u>15</u> <u>VISCAB-INST 1-55-2012</u>	7a. SALARY PA.: P 250,440.00 7b. OTHER COMPENSATION: P24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor 1		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 () PROVINCE () 1 st () 2 nd () 3 rd () 4 th () 5 th () 6 th ()			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please Attach additional sheets.			
Percent of Working Time DUTIES			
85 % 5% 5% 5% 100%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination. 2. Member in different committees. 3. Participate in the co-curricular activities. 4. Perform other functions assigned by the Department Head.		

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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 YOUR DIRECTLY SUPERVISE (if more than (7), list only by their nos. and titles. none																																
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Athletic supplies & equipment																																
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;">Occasional</td> <td style="width: 40%;"></td> </tr> <tr> <td>Frequent</td> <td></td> <td></td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">(x)</td> <td style="text-align: center;">()</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">()</td> <td style="text-align: center;">()</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">()</td> <td style="text-align: center;">()</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">()</td> <td style="text-align: center;">()</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">()</td> <td style="text-align: center;">()</td> </tr> </table>		Occasional		Frequent			General Public	(x)	()	Other Agencies	()	()	Supervisors	()	()	Management	()	()	Others (Specify)	()	()	19. WORKING CONDITON : <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">(X)</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">()</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">()</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">()</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">()</td> </tr> </table>	Normal Working Condition	(X)	Field Work	()	Field Trips	()	Exposed to Varied Weather	()	Others (Specify)	()
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Exposed to Varied Weather	()																															
Others (Specify)	()																															
20. I CERTIFY that the above answers are accurate and complete <u>November 3, 2014</u> Date  Signature of Employee																																
21. Describe briefly the general function of the Unit or Section. To provide instructions in Service Physical Education and Diploma in Physical Education courses																																
22. Describe briefly the general function of the position. To provide instructions in Service 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: BS degree in the area of specialization Experience: 1 year of relevant experience; 4 hrs. of relevant training																																
23b. Licenses or certificates required to do this work, if any 																																
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u> </u> Date  <u>ALELI A. VILLOCINO -Director</u> Signature and Title of Immediate Supervisor																																
25. APPROVED <u> </u> Date  <u>EDGARDO E. TULIN</u> # Head of Agency																																