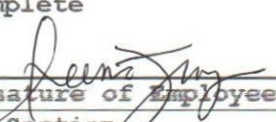
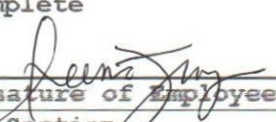
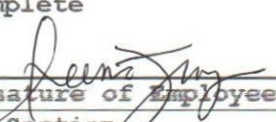
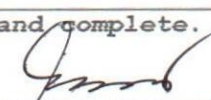
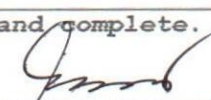
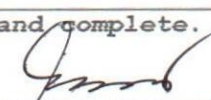
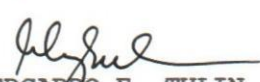
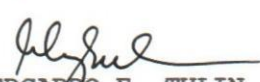
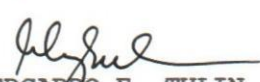


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> TABUDLONG SHEENA EUNICE B. </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div>
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
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 6a PRES. APPRO. ACT/ BOARD RES/ ORD. NO. </div> <div style="width: 45%;"> 6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. LS </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 7a. SALARY PA.: </div> <div style="width: 45%;"> 7b. OTHER COMPENSATION: P24,000.00 </div> </div>
8. OFFICIAL DESIGNATION OF POSITION Instructor	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 <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY () CITY () PROVINCE () </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st () 2nd () 3rd () 4th () 5th () 6th () </div>	
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.

TRABUJONC

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Institute Director</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">College Dean</p>																												
<p>16. NAMES, TITLES AND ITEM NOS OF THOSE YOUR DIRECTLY SUPERVISE (if more than (7), list only by their nos. and titles.</p> <p style="text-align: center;">none</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">Athletic supplies & equipment</p>																													
<p>18. CONTACT</p> <table style="width: 100%;"><tr><td style="width: 30%;">Frequent</td><td style="width: 30%;"></td><td style="width: 40%; text-align: center;">Occasional</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>	Frequent		Occasional	General Public	(x)	()	Other Agencies	()	()	Supervisors	()	()	Management	()	()	Others (Specify)	()	()	<p>19. WORKING CONDITON :</p> <table style="width: 100%;"><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)	()
Frequent		Occasional																											
General Public	(x)	()																											
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Field Trips	()																												
Exposed to Varied Weather	()																												
Others (Specify)	()																												
<p>20. I CERTIFY that the above answers are accurate and complete</p> <table style="width: 100%;"><tr><td style="width: 50%; text-align: center;"><u>NOV 13, 2015</u> Date</td><td style="width: 50%; text-align: center;"> Signature of Employee</td></tr></table>		<u>NOV 13, 2015</u> Date	 Signature of Employee																										
<u>NOV 13, 2015</u> Date	 Signature of Employee																												
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">To provide instruction in Service Physical Education and Diploma in Physical Education courses</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">To provide instruction in Service Physical Education courses</p>																													
<p>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)</p> <p>Education: MS degree in the area of specialization</p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <table style="width: 100%;"><tr><td style="width: 50%; text-align: center;"><u>Nov 16, 2015</u> Date</td><td style="width: 50%; text-align: center;"> ALELI A. VILLOCINO -Director Signature and Title of Immediate Supervisor</td></tr></table>		<u>Nov 16, 2015</u> Date	 ALELI A. VILLOCINO -Director Signature and Title of Immediate Supervisor																										
<u>Nov 16, 2015</u> Date	 ALELI A. VILLOCINO -Director Signature and Title of Immediate Supervisor																												
<p>25. APPROVED</p> <table style="width: 100%;"><tr><td style="width: 50%; text-align: center;"> Date</td><td style="width: 50%; text-align: center;"> EDGARDO E. TULIN Head of Agency</td></tr></table>		 Date	 EDGARDO E. TULIN Head of Agency																										
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