

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

SAPANAN MARY JEAN M.

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

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION
Dept. of Physical Education

5. WORK STATION/PLACE OF WORK
ViSCA

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO. LS

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO. LS

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION
Instructor I

9. WORKING PROPOSED TITLE
Instructor I

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 ☐

1st	2nd	3rd	4th	5th	6th
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Percent of
Working Time :

DUTIES

80%	:	1. Teaches basic Physical Education 11, 12, 13 & 14
15%	:	2. Intramural Coordinator of the department
5%	:	3. Other task that maybe assigned by immediate superior.
100%	:	

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 item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
athletic equipment

18. CONTRACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	[x]	[]	Normal Working Condition	[x]
Other Agencies	[x]	[]	Field Work	[]
Supervisors	[]	[x]	Field Trips	[]
Management	[]	[x]	Exposed to Varied Weather	[]
Other (Specify)	[]	[]	Others (Specify)	[]

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

MAY 19, 2000
Date

[Signature]
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.

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: Bachelor's degree with specific area of specialization

Experience: None required

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

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

Date

me
REMEDIOS R. RUSSEL -Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

me
PACIENCIA P. MILAN
Head of Agency