

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY

LOCAL GOVERNMENT

VISCA STATE COLLEGE OF AGRICULTURE

1. NAME OF EMPLOYEE

GATCHALIAN FLORENE

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

3. BUREAU OR OFFICE

Dept. of Physical Education

4. WORK STATION/PLACE OF WORK

Visca

6a. PRES. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO. LS

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO. LS

7a. SALARY P.A.

AUTHORIZED

ACTUAL

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 b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☒

CITY ☐

PROVINCE ☐

1st

☐

☐

☐

☐

☐

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

Percent of Working Time

DUTIES

80%

1. Teacher basic Physical Education 1, 12, 13 & 14

15%

2. Extension Coordinator of the department

5%

3. Other tasks 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 nos. and titles.

none

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

athletic equipment

18. CONTACTS

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

X

Management

X

Others (Specify

19. WORKING CONDITION

Normal Working Condition

X

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

July 12, 2007
Date

Patricia A. ...
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

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.S. degree in the 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.

13 July 2007
Date

Remedios R. Russel
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Paciencia P. Milan
Head of Agency