

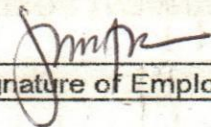
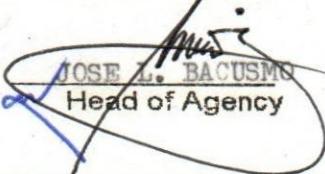
REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE JAPAN MARY JEAN MACDARAO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. 65	7a. SALARY P.A.: ₱ 200,712.00 7b. OTHER COMPENSATION PERA/ACA ₱ 24,000	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
10. VAPO 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 4th 5th 6th [ ] [ ] [ ] [ ] [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Period 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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APB 1111

SMAW

<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 YOU DIRECTLY SUPERVISE (7) list only by their item 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 and equipment</p>																			
<p>18. CONTACT</p> <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<p>19. WORKING CONDITION</p> <p>Normal Working Condition <input type="checkbox"/></p> <p>Field work <input type="checkbox"/></p> <p>Field Trips <input type="checkbox"/></p> <p>Exposed to Varied Weather <input type="checkbox"/></p> <p>Other's (Specify) <input type="checkbox"/></p>
	Occasional	Frequent																	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>																	
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
Management	<input type="checkbox"/>	<input type="checkbox"/>																	
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>October 28, 2010</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;"></p> <p style="text-align: center;">Signature of Employee</p> </div> </div>																			
<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 courses &amp; 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>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).</p> <p>Education: <u>BS degree in the area of specialization</u></p> <p>Experience:</p>																			
<p>23.b Licenses or certificates required to do this work,</p>																			
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;"><u>ALDI A. VILLOCHINO</u></p> <p style="text-align: center;">Signature and Title of Immediate Supervisor</p> </div> </div>																			
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;"></p> <p style="text-align: center;">JOSE L. BACUSMS Head of Agency</p> </div> </div>																			