

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)				1. NAME OF EMPLOYEE GATCHALIAN FLORIFE A. <small>(Family Name) (Given Name) (Middle Name)</small>			
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY				3. BUREAU OR OFFICE Institute of Human Kinetics			
4. DEPT./BRANCH/DIVISION IHK				5. WORK STATION/PLACE OF WORK LSU			
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. LS		6b. PREV. APPRO. ACT/ BOARD RES/ 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 <small>(leave blank)</small>			
12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [4] CITY [] PROVINCE [] <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			
80% 15% <u>5%</u> 100%				1. Teaches basic Physical Education 11, 12, 13 & 14 2. Secretary & Auditor of the Institute 3. Other tasks that maybe assigned by immediate superior.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Institute Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dir. of Instructional Mat. & Dev. Com.

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list

only by their item nos. and titles)

none

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

athletic equipment

18. CONTACT

Occasional

Frequent

General Public

☒

☐

Other Agencies

☒

☐

Supervisors

☐

☒

Management

☐

☒

Others (Specify)

☐

☐

19. WORKING CONDITION

Normal Working Condition ☒

Field work ☐

Field Trips ☐

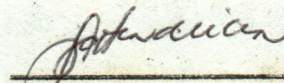
Exposed to Varied Weather ☐

Other's (Specify) ☐

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

May 27, 2002

Date



Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction in service Physical Education and Diploma in Physical Education courses

22. Describe briefly the general function of the position.

To provide instruction in service Physical Education and Diploma 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).

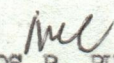
Education: BS degree in the area of specialization

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.

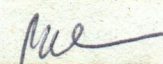
Date


REMEDIOS R. RUSSEL -Director IHK

Signature and Title of Immediate Supervisor

25. APPROVED

Date


PACENCIA P. MILAN

Head of Agency