

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE VILLOGINO ALELI A. <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION Institute of Human Kinetics		5. WORK STATION/PLACE OF WORK LSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LS	7a. SALARY P.A.: 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Asst. Prof.		9. WORKING PROPOSED TITLE Asst. Prof.	
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 <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [x] 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			
80% 15% <u>5%</u> 100%	1. Teaches Service Physical Education 11, 12, 13 & 14 and diploma in Physical Education courses (MAPEH). 2. Institute Director 3. Other tasks that may be assigned by immediate superior.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

College Dean

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice-President for Academic Affairs

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. CONTACT

Occasional Frequent

General Public

☒

☐

Other Agencies

☒

☐

Supervisors

☐

☒

Management

☐

☒

Others (Specify)

☐

☐

19. WORKING CONDITION

Normal Working Condition ☒

Field work ☐

Field Trips ☐

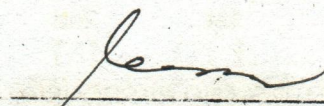
Exposed to Varied Weather

Other's (Specify) ☐

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

October 21, 2008

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 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).

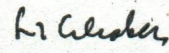
Education: Relevant masteral degree.

Experience: 2 years of relevant experience; 8 hrs. of relevant training

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

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

Date


DOLORES L. ALCOBER

Signature and Title of Immediate Supervisor

25. APPROVED

Date


JOSE L. BACUSNO

Head of Agency