

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; padding: 0 10px;"> ADA ALELI FERRER </div> <div style="display: flex; justify-content: space-between; padding: 0 10px; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div>							
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		2. BUREAU OR OFFICE SUC							
3. DEPT./BRANCH/DIVISION Dept. of Physical Education		5. WORK STATION//PLACE OF WORK Baybay, Leyte							
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. 96-17	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. ₱62,880.00	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 <div style="display: flex; justify-content: space-around; margin-top: 10px;"> MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px; font-size: small;"> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> </div>									
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Percent of Working Time</th> <th style="text-align: center;">D U T I E S</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">90%</td> <td>1. To teach Physical Education subjects.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">10%</td> <td>2. To do other duties that may be assigned by the department head.</td> </tr> </tbody> </table>				Percent of Working Time	D U T I E S	90%	1. To teach Physical Education subjects.	10%	2. To do other duties that may be assigned by the department head.
Percent of Working Time	D U T I E S								
90%	1. To teach Physical Education subjects.								
10%	2. To do other duties that may be assigned by the department head.								

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)
None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Physical Education equipment, pen, etc.

18. CONTACT

19. WORKING CONDITION

	Occasional	Frequent
General Public	X	
Other Agencies	X	
Supervisors		X
Management		X
Others (Specify)		

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.

March 24, 1994

Date

Green

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: BS degree with specific area of specialization plus other requirements per QS of the College.

Experience: None

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

None

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

Date

THELMA C. ZAFRA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO

Head of Agency