

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>VILLOCINO ALBRI A.</b> <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>LEYTE STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>LSU</b>	
4. DEPT./BRANCH/DIVISION <b>Inst. of Human Kinetics</b>		5. WORK STATION/PLACE OF WORK <b>LSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. <b>LS</b>	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <b>VISCAB-INST3-5-2002</b>	7a. SALARY P.A.: <b>P 190,092.00</b>  7b. OTHER COMPENSATION: <b>PERA/ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Asst. Prof.</b>		9. WORKING PROPOSED TITLE <b>Asst. Prof.</b>	
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 <input checked="" type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES If more space is needed, please attach additional sheets.			
Percent of Working Time: <span style="float: right;">DUTIES</span>			
10%	1. Teaches Service Physical Education 11, 12, 13 & 14 and Physical Education, Health, Music (PEHM) courses.		
25%	2. Institute Director		
5%	3. Other tasks that maybe assigned by immediate supervisor.		
100%			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR College Dean		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice-Pres. for Acad. Affairs	
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		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Normal Working Condition <input checked="" type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Field Trips <input type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to Varied Weather
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>
20. I CERTIFY that the above answers are accurate and complete.			
<u>October 19, 2006</u> Date		<u>[Signature]</u> Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To provide instruction in Service PE and Diploma in PE 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 year of relevant experience; 8 hrs. of relevant training.			
23.b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
<u>                    </u> Date		<u>DOLORES L. ALCOBER</u> Signature and Title of Immediate Supervisor	
25. APPROVED <u>                    </u> Date		<u>PACENCIA P. MILAN</u> Head of Agency	