

REPUBLIC OF THE PHILIPPINES
EC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

SAPAN MARY JEAN M.

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Leyte State University

~~Leyte State College of Agriculture~~

3. BUREAU OR OFFICE

Institute of Human Kinetics

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK
LSU

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO. LS

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

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
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS
MUNICIPALITY [x] CITY [] PROVINCE []

1st

[]

2nd

[]

3rd

[]

4th

[]

5th

[]

6th

[]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.

Percent of Working Time :

DUTIES

80%

15%

5%

100%

1. Teaches basic Physical Education 11, 12, 13 & 14
2. Recreation Coordinator 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. CONTRACT

	Occasional	Frequent
General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[]	[x]
Other (Specify)	[]	[]

19. WORKING CONDITION

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.

April 29, 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.

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 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.

REMEDIOS R. RUSSEL - Director, IHK

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN
Head of Agency