

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

1. NAME OF EMPLOYEE

VILLOCINO ALELI ADA
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

Physical Education

4. DEPT./BRANCH/DIVISION

Dept. of Physical Education

5. WORK STATION/PLACE OF WORK

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 [x]

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% : 1. Teaches basic Physical Education 11, 12, 13 & 14

15% : 2. Chairman, Instruction & Curriculum Committee and Coordinator of the Gymnatorium in relation to instruction.

5% : 3. Other tasks that maybe assigned by immediate superior.

100%

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.

athletic equipment

18. CONTRACT

	Occasional	Frequent
General Public	[x]	[]
Other Agencies	[]	[]
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.

January 6, 1900
Date

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: Bachelor's 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 - Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency