

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

1. NAME OF EMPLOYEE

MAGDADARO MARY JEAN C.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

m SUC

3. DEPT./BRANCH/DIVISION
Dept. of Physical Education

5. WORK STATION//PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT/ RA 7845
BOARD RES/
ORD. NO.
ITEM NO. LS

6b. PREV. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION

P82,880.00

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 ☐

CITY ☐

PROVINCE ☐

1st 2nd 3rd 4th 5th 6th
☐ ☐ ☐ ☐ ☐ ☐

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

Percent of
Working Time

D U T I E S

80%

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

15%

2. Intramural Director of the department

5%

3. Other tasks that maybe assigned by immediate superior

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head 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

	Occasional	Frequent
General Public	X	
Other Agencies	X	
Supervisors		X
Management		X
Others (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 13, 1995

Date

MARY JEAN C. MAGDADARO

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 requirement 1/2 per QS of the college

Experience:

23b. Licenses or certificates required to do this work, if any. none

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

Jan. 13, 1995

Date

THELMA C. ZAFRA

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency