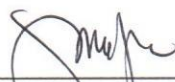
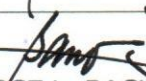


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		SAPAN, MARY JEAN S. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Institute of Human Kinetics		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		7a. SALARY PA.: P229,280 - 7b. OTHER COMPENSATION: P24,000.00	
6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. 1851-29-1998			
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 () 1 st 2 nd 3 rd 4 th 5 th 6 th () () () () () ()			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please Attach additional sheets.			
Percent of Working Time		DUTIES	
85 % 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return 1 week after the exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.			
5% 2. Member in different committees			
5% 3. Participate in the co-curricular activities.			
5% 4. Perform other functions assigned by the Department Head			
----- 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Institute Director		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean	
16. NAMES, TITLES AND ITEM NOS OF THOSE YOUR DIRECTLY SUPERVISE (if more than (7), list only by their nos. and titles. none			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Athletic supplies & equipment			
18. CONTACT		19. WORKING CONDITON :	
	Occasional	Frequent	
General Public	(x)	()	Normal Working Condition
Other Agencies	()	()	Field Work (x)
Supervisors	()	()	Field Trips ()
Management	()	()	Exposed to Varied Weather ()
Others (Specify)	()	()	Others (Specify) ()
20. I CERTIFY that the above answers are accurate and complete			
May 13, 2015 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 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: 1 year of teaching experience			
23b. Licenses or certificates required to do this work, if any			
25. I HEREBY CERTIFY that the above answers are accurate and complete.			
5-15-2015 Date		ALELI A. VILLOCINO - Director IHK Signature and Title of Immediate Supervisor	
25. APPROVED		 JOSE L. BACUSMO Head of Agency	
Date			