REPUBLIC OF THE PHILIPPINES	1. NAME OF EMPLOYEE	
BC-CSC Form No. 1	MANINGO LYNDON L.	
(Position Description Form)	(Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University, Visca, Baybay City, Leyte	3. BUREAU OR OFFICE VSU	
	F HODY OFFICE OF HODY	
4. DEPT./BRANCH/DIVISION INSTITUTE OF HUMAN KINETICS	5. WORK STATION/PLACE OF WORK VSU	
6a PRES. APPRO. 6b. PREV. APPRO. ACT/	7a. SALARY PA.: \$247, 812.4	
BOARD RES/ ORD. NO. ITEM NO. VISCAN-INV[-12.20]	7b. OTHER COMPENSATION: P24,000.00	
8. OFFICIAL DESIGNATION OF POSITION	9. WORKING PROPOSED TITLE	
Instructor [Instructor	
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 () () () ()		
and the absence of the present the land that all the present as in the real states are		
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please Attach additional sheets.		
Percent of	2 8 8 2 6 - R 2 7 17 - R 2 2 2 3 4 - R 6 1 2 1 2 1 1 1 1 2 2 2 2 2 2 2 2 2 2 2	
Working Time DUTIE	S	
others the following: a) Prepared teaching materials/gn b) Conducts examination (mid/fin c) Checks test papers and return d) Submits grade sheet and turn weeks after final examination. 5% 2. Member in different committees. 5% 3. Participate in the co-curricular 5% 4. Perform other functions assigned	1 week after exam. over class records to department head two activities.	
100%		

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14. POSITION TITLE OF IMM	EDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
and the second	COMINSM	Track of the Callege Poles of
Institut	e Director	College Dean
16. NAMES, TITLES AND ITEM	NOS OF THOSE YOUR	DIRECTLY SUPERVISE (if more than (7), list
only by their nos.		And the same of th
	none	S. DEPENDANT, DESPERANTE ESS ESTABLE
17. MACHINES, EQUIPMENT, T	OOLS, etc. used re	gularly in performance of work.
		adyal ayi tariyali waxay disebara basa dagaba
	Athletic sup	plies & equipment
18. CONTACT	Occasional	19. WORKING CONDTION : Normal Working Condition (X)
Frequent	Occasional	Field Work
General Public (x)	()	Field Trips ()
Other Agencies ()	()	Exposed to Varied Weather ()
Supervisors ()	()	Others (Specify)
Management ()	()	/200 ASA
Others (Specify) ()		N CHAIR SUBSTITUTE STREET
		6.042
20. I CERTIFY that the abo	ve answers are acc	curate and complete
APRIL	11, 2016	NOTITED AND THE HARMAN SALES TO A POST TO A SALES TO A
7/11.55	Date	Signature of Employee
21. Describe briefly the g		
To provide in	structions in Serv	rice Physical Education and Diploma in
Physical Education cou	irses	
22. Describe briefly the g	eneral function of	the position.
SENIO E TENO	CHA TIRU JATHERICE	E SOR DOES GOVERNINGE POSITION, OREGIO GOVE
To provide in	structions in Serv	rice Physical Education courses
23a Indicate the requir	ed qualifications	by years and kind of education considered in
		(Keep the position in mind rather than the
		. This item should be filled for all
positions other than		ENITTIEST NOTES ON PATRON NO TORROGE S
		stage Land slobs manyak
Education: degree in the area of specialization		
ESTEUG PURIES BURES		
Experience: 1 y	rear of relevant ex	sperience; 4 hrs. of relevant training
23b. Licenses or certific	nator morningd to d	do this work, if any
23b. Licenses of Certific	cates required to c	to this work, if any
24. I HEREBY CERTIFY that	the above answers	are accurate and complete.
1. I HEREBY CERTIFY that the above answers are accurate and complete.		
checks deed and seturn I week attendant.		
ged aged dimentingels		ALELI A.VILLOCINO -Director
Date		Signature and Title of Immediate Supervisor
25. APPROVED		Manifest in different communicular se
		100
		ryne
		EDOMEDO E. TOETH
Date Ihk16		Head of Agency