

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>	<b>1. NAME OF EMPLOYEE</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>GATCHALIAN</span> <span>FLORIFE</span> <span>ABBOT</span> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 2px;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte	<b>3. BUREAU OR OFFICE</b> Visayas State University
<b>4. DEPT./BRANCH/DIVISION</b> Institute of Human Kinetics	<b>5. WORK STATION/PLACE OF WORK</b>
<div style="display: flex;"> <div style="flex: 1;"> <b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b> </div> <div style="flex: 1;"> <b>6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO.</b> </div> </div> <div style="margin-top: 5px;">         UCCAP-INST-16-2011       </div>	<b>7a. SALARY P.A.:</b> P 276, 325.00 <b>7b. OTHER COMPENSATION:</b> P 24,000.00
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Instructor I	<b>9. WORKING PROPOSED TITLE</b> Instructor I
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>	<b>11. OCCUPATION GROUP TITLE</b> (leave blank)
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; font-size: x-small; margin-top: 5px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>	
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>	
<div style="display: flex; justify-content: space-between;"> <span>Percent of Working Time:</span> <span><b>D U T I E S</b></span> </div>	
<div style="display: flex;"> <div style="flex: 1; text-align: right; padding-right: 10px;">             85%          5% 5% 5% 100%           </div> <div style="flex: 4;"> <ol style="list-style-type: none"> <li>1. Teaches assigned subject and performs other teaching related functions, among others the following:               <ol style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ol> </li> <li>2. Member in different committees.</li> <li>3. Participate in the co-curricular activities.</li> <li>4. Perform other functions assigned by the Department Head.</li> </ol> </div> </div>	

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Institute Director	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  College Dean																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than (7), list only by their item nos. and titles)  none																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>  Athletic supplies & equipment																													
<b>18. CONTRACT</b>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ X ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	<b>19. WORKING CONDITION</b> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[ X ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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<b>20. I CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">           Date _____         </div> <div style="width: 50%; text-align: right;">             Signature of Employee         </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b>  To provide instruction in Service Physical Education and Diploma in Physical Education courses.																													
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<b>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).</b>  Education: BS degree in the area of specialization  Experience: 1 year of relevant experience; 4 hrs. of relevant teaching																													
<b>23b. Licenses or certificates required to do this work, if any.</b>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">           Date <u>4-24-13</u> </div> <div style="width: 50%; text-align: right;">             VICENTE B. ANTIPASO - Director            Signature and Title of Immediate Supervisor         </div> </div>																													
<b>25. APPROVED:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">           Date _____         </div> <div style="width: 50%; text-align: right;">             JOSE L. BACUSMO            Head of Agency         </div> </div>																													