

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BUREAU DIVISION

Dept. of Physical Education

6a. PRES. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO. LS

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO. LS

1. NAME OF EMPLOYEE

VILLOCINO

ALELI

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

7. WORK STATION/PLACE OF WORK

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

10.

10. WAPCO CLASSIFICATION OF THIS POSITION

9. WORKING PROPOSED TITLE

Instructor I

11. OCCUPATION GROUP TITLE

(leave b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1st

☐☐☐☐☐☐

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

Percent of
Working
Time

DUTIES

80%

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

15%

2. Chairman, Instructional Materials Development Committee

5%

3. Other tasks that may be 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 nos. and titles.

none

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

athletic equipment

18. CONTACTS

	Occasional	Frequent
General Public	☒	
Other Agencies	☒	
Supervisors		☒
Management		☒
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	☒
Field Work	
Field Trips	
Exposed to varied Weather	
Others (Specify)	

20. I CERTIFY that the above answers are accurate and complete.

2/3/99
Date

ALELI A. VILLOCINO
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

23.a. 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

EXPERIENCE: other requirement per QS of the College

23b. Licenses or Certificates required to do this work, if any.

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

Date

ELISEO P. PASTRANO
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO
Head of Agency