

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE JAPAN MARY JEAN M. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		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.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. L	7a. SALARY P.A.: P181, 428.00 7b. OTHER COMPENSATION PERA/ACA P74, 000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor		9. WORKING PROPOSED TITLE Instructor	
10. PGO 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 [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Period of : Working Time :			
DUTIES			
80%	1. Teacher basic Service Physical Education 11, 12, 13 & 14, Diploma in Physical Education & Health Music and Art (MAPEH).		
10%	2. IHK Recreation Coordinator		
5%	3. MAPEH Coordinator		
5%	4. Other task that maybe assigned by immediate superior.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Institute Director	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles) none

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Athletic Supplies & equipment

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Normal Working Condition
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field work <input checked="" type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field Trips <input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>	Exposed to Varied Weather <input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>

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

October 19, 2009 Date

[Signature] Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To provide instruction in Service Physical Education & Diploma in PE.

22. Describe briefly the general function of the position.
To provide instruction in Service 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: B^a degree in the area of specialization

Experience:

23b. Licenses or certificates required to do this work,

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

Date

ALELI A. VILLOCINO -Director
Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE M. VILLOCINO
Head of Agency