

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

1. NAME OF EMPLOYEE

SAPAN

MARY JEAN

M.

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING PROPOSED TITLE

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

[]

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

Percent of

Working Time :

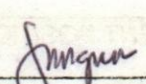
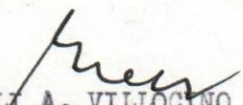
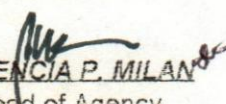
DUTIES

80% 1. Teaches Service Physical Education 11, 12, 13 & 14 and Physical Education
Health & Music (PEHM) courses.

15% 2. IHK Guidance Based Facilitator.

5% 3. Other tasks that maybe assigned by immediate superior.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Institute Director</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Dean, College of Education</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) none																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">athletic supplies</p>																													
18. CONTACT <table style="width: 100%;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Other Agencies</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Management</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Others (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr></tbody></table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Field work</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Field Trips</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td></tr></tbody></table>	Normal Working Condition	<input type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div style="width: 45%; text-align: center;"><u>October 28, 2005</u> Date</div><div style="width: 45%; text-align: center;"> Signature of Employee</div></div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">To provide instruction in Service Physical Education and Diploma in Physical Education courses.</p>																													
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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 in the area of specialization Experience: 1 year of relevant experience																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div style="width: 45%; text-align: center;"><hr style="border: 0; border-top: 1px solid black;"/> Date</div><div style="width: 45%; text-align: center;"> ALELI A. VILLOCINO Signature and Title of Immediate Supervisor</div></div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"><div style="width: 45%; text-align: center;"><hr style="border: 0; border-top: 1px solid black;"/> Date</div><div style="width: 45%; text-align: center;"> PACIENCIA P. MILAN Head of Agency</div></div>																													