

REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SERECENA RUTH L. MARTINEZ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT DEPARTMENT OF ARTS & LETTERS Visayas State College of Agriculture		3. BUREAU OR OFFICE DEPARTMENT OF ARTS & LETTERS, VISCA	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.L.:	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
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 attached additional sheets.			
Percent of Working Time : DUTIES			
95%	- Teaches English and Speech Courses		
2%	- Critiquing undergraduate Manuscript		
2%	- Member of different Committees		
1%	- Other assignments given by the Dept. Head from time to time.		
100%			

Martinez, SRL

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 item nos. and titles) None	
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Visual Aids, calculator, computer typewriter, pen etc.	
18. CONTRACT Occasional Frequent General Public [x] [] Other Agencies [x] [] Supervisors [x] [x] Management [x] [] Other (Specify) [] []	19. WORKING CONDITION Normal Working Condition [x] Field work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete. June May 28, 1998 Date SERGIO RUTH L. MARTINEZ Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To serve technical department by teaching the basic humanities courses, explores possibilities on research and extension in relation to College thrusts.	
22. Describe briefly the general function of the position. To provide instruction in English and Speech Courses.	
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). Education: Bachelor's degree in the area of specialization Experience: None required	
23b. Licenses or certificates required to do this work, if any. None	
24. I HEREBY CERTIFY that the above answers are accurate and complete. June 1, 1998 Date REV. DR. REMIGIO P. MOLLANEDA, OIC DAL Signature and Title of Immediate Supervisor	
25. APPROVED: Date DR. SAMUEL S. CO, President Head of Agency	