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| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                              | 1. NAME OF EMPLOYEE<br><b>MARTINEZ SEREGENA RUTH L.</b><br><small>(Family Name) (Given Name) (Middle Name)</small> |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/<br>LOCAL GOVERNMENT<br>DLABS<br>Visayas State University                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                              | 3. BUREAU OR OFFICE<br>VISAYAS STATE UNIVERSITY                                                                    |  |
| 4. DEPT./BRANCH/DIVISION                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                              | 5. WORK STATION/PLACE OF WORK                                                                                      |  |
| 6a. PRES. APPRO.<br>ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO.                                                                                                                                                                                     | 6b. PREV. APPROP<br>ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO. <b>AP4-14-2011</b>                                                                                                                                                                                                                                                                                                                            | 7a. SALARY P.A.: <b>339,660.00</b><br>7b. OTHER COMPENSATION:                                                      |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br><b>Assistant Professor IV</b>                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                              | 9. WORKING PROPOSED TITLE                                                                                          |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                              | 11. OCCUPATION GROUP TITLE<br>(leave blank)                                                                        |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY [ ] CITY [ X ] PROVINCE [ ]<br>1 <sup>st</sup> [ ] 2 <sup>nd</sup> [ ] 3 <sup>rd</sup> [ ] 4 <sup>th</sup> [ ] 5 <sup>th</sup> [ ] 6 <sup>th</sup> [ ] |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                    |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                    |  |
| Percent of Working Time                                                                                                                                                                                                                            | D U T I E S                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                    |  |
| 85%                                                                                                                                                                                                                                                | 1. Teaches assigned subject and performs other teaching related functions, among others the following:<br>a) Prepares teaching materials/guides and submit to department head.<br>b) Conducts examination (mid/final/long hours/quizzes).<br>c) Checks test papers and return 1 week after exam.<br>d) Submits grade sheet and turn over class records to department head two weeks after final examination. |                                                                                                                    |  |
| 5%                                                                                                                                                                                                                                                 | 2. Member in different committees.                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                    |  |
| 5%                                                                                                                                                                                                                                                 | 3. Participate in the co-curricular activities.                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                    |  |
| 5%                                                                                                                                                                                                                                                 | 4. Perform other functions assigned by the Department Head.                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                    |  |
| 100%                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                    |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                    |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------|----------|----------------|-----|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|-----------------|-----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><br><p style="text-align: center;"><b>DEPARTMENT HEAD</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><br><p style="text-align: center;"><b>DEAN</b></p> |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)<br><br><p style="text-align: center;"><b>DEPARTMENT HEAD</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                    |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.<br>Computer, calculator, charts, class records, board eraser, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                    |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| 18. CONTRACT<br><br><table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</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> </table> |                                                                                                    | Occasional | Frequent | General Public | [ ] | [ ] | Other Agencies | [ ] | [ ] | Supervisors | [ ] | [ ] | Management | [ ] | [ ] | Other (Specify) | [ ] | [ ] | 19. WORKING CONDITION<br><br>Normal Working Condition      [ X ]<br>Field Work                              [ ]<br>Field Trips                              [ ]<br>Exposed to Varied Whether      [ ]<br>Others (Specify)                      [ ] |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Occasional                                                                                         | Frequent   |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| General Public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | [ ]                                                                                                | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| Other Agencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | [ ]                                                                                                | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | [ ]                                                                                                | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | [ ]                                                                                                | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| Other (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | [ ]                                                                                                | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| 20. I CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <u>Nov 11, 2011</u><br/> Date </div> <div style="width: 50%; text-align: right;"> <br/> <u>SEREGENA RUTH L. MARTINEZ</u><br/> Signature of Employee </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                    |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| 21. Describe briefly the general function of the Unit or Section. <i>As a service department to teach the Students through quality instruction, to improve productivity, profitability, equity &amp; well-being of the University as a whole.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                    |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| 22. Describe briefly the general function of the position. <i>To serve technical/academic department through Instruction by teaching the basis subject/graduate courses at the dept., explore possibilities on research and extension in relation to university thrusts.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                    |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| 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 items should be filled for all positions other than teaching).<br><br>Education: <b>Relevant masteral degree</b><br><br>Experience: <b>2 years relevant experience</b>                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                    |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| 23b. Licenses or certificates required to do this work, if any.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                    |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____<br/> Date </div> <div style="width: 50%; text-align: right;"> <br/> <u>JUSTINIANO L. SEROY, Dept. Head</u><br/> Signature and Title of Immediate Supervisor </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                    |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |
| 25. APPROVED:<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____<br/> Date </div> <div style="width: 50%; text-align: right;"> <br/> <u>JOSE L. BACUSMO, President</u><br/> Head of Agency </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                    |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                    |