

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

SEREGENA 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
VISCA, Baybay, Leyte

4. DEPT./BRANCH/DIVISION
Department of Arts & Letters

5. WORK STATION/PLACE OF WORK
DAL, VISCA

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION
INSTRUCTOR I

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION
INSTRUCTOR I

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
[]	[]	[] x	[]	[]	[]

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 at DAL.
2%	- Member of different Committeeship.
2%	- Critiquing undergraduate manuscript.
1%	- Other assignments given by the department head from time to time.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTRACT

	Occasional	Frequent
General Public	[]	[]
Other Agencies	[]	[x]
Supervisors	[]	[]
Management	[]	[x]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[]
Field Work	[x]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

May 16, 2000

Date

Signature of Employee
SILVANA RUTH L. MARTINEZ

21. Describe briefly the general function of the Unit or Section.

As a service department to serve/teach the students through quality instruction, to improve the productivity, profitability equity and well-being of the College as a whole.

22. Describe briefly the general function of the position.

To teach the basic subject of all courses at the Dept. and the College as a whole

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.

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

May Date 2000

Signature and Title of Immediate Supervisor
J. Dumaguin
J. Dumaguin, Dept. Head

25. APPROVED:

Date

PACIFICIA P. MILAN, President
Head of Agency