

**REPUBLIC OF THE PHILIPPINES**

BC-CSC Form No. 1

(Position Description Form)

**1. NAME OF EMPLOYEE**

**MARTINEZ, SERGIO A RUTH B.**

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

**2. DEPARTMENT, CORPORATION OR AGENCY/**

**LOCAL GOVERNMENT Department of Liberal Arts & Behavioral**

**LEYTE STATE UNIVERSITY Sciences, VSU**

**3. BUREAU OR OFFICE**

**LSU**

**4. DEPT./BRANCH/DIVISION**

**Department of Liberal Arts & Behavioral Sciences, VSU**

**5. WORK STATION/PLACE OF WORK**

**LSU**

**3a. PRES. APPRO.**

**ACT/**

**BOARD RES/**

**ORD. NO.**

**3b. PREV. APPRO**

**ACT/**

**BOARD RES/**

**ITEM NO.**

**7a. SALARY P.A.:**

**7b. OTHER COMPENSATION: PERA/ACA**

**3. OFFICIAL DESIGNATION OF POSITION**

**Asst. Professor II**

**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**

**attach additional sheets.**

**Percent of**

**Working Time:**

**DUTIES**

**95% - To teach English and Speech Courses and some other subjects offered at DLALS as assigned by the Dept. Head.**

**3% - Member in different Committees in DLALS and participate in co-curricular activities in DLALS.**

**2% - Other assignments given by the department head from time to time.**

**100 %**

**APPROVED**

**Signature and Title of Immediate**

**Supervisor**

**APPROVED**

**Head of Agency**

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean

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

Department Head

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

Computer, ~~mini~~ Calculator, ball pen, pencil, scissors, chart class record, etc.

18. CONTACT

	Occasional	Frequent
General Public	<input type="checkbox"/>	<input type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition	
Field work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to Varied Weather	
Other's (Specify)	<input type="checkbox"/>

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

Dec. 27, 2007

Date

  
SHERILL RUTH L. MARTINEZ  
Signature of Employee

21. Describe briefly the general function of the Unit or Section. *As a service department to serve/teach the students through quality and instruction to improve the productivity, profitability, equity and well-being of the University as a whole.*

22. Describe briefly the general function of the position. *To serve technical/academic department through instruction by teaching the basic subject/graduate courses at the department; explore possibilities on research & extension in relation to the College thrusts.*

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).

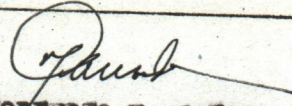
Education: *relevant masteral degree*

Experience: *2 yrs of relevant experience; 8 hrs of relevant training*

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

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

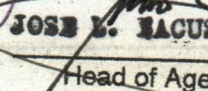
Date

  
ROBERTO F. CANADA

Signature and Title of Immediate Supervisor

25. APPROVED

Date

  
JOSE L. MACUSNO, President  
Head of Agency *1/6/2008*