

REPUBLIC OF THE PHILIPPINES

BC-RSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Dept. of Arts & Letters

6a. PRES. APPROP.

ACT/BO 87

BOARD RES./

ORD. NO.

ITEM NO. Lump Sum

6b. PRES. APPROP.

ACT/BP B1g, 879

BOARD RES./

ORD. NO.

ITEM NO. Lump Sum

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

MARTINEZ SEREGENA RUTH LABASTIDA
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL ₱28,751.00

7b. OTHER COMPENSATION

COLA

9. WORKING PROPOSED TITLE

Instructor

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: DUTIES

Working :

Time :

90%

5%

5%

To teach English and Speech courses.

To edit manuscript for undergraduate thesis.

To do other assignments from time to time as assigned
by the Dept. Head.

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

Head, Dept. of Arts & Letters

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.

teaching tools, etc.

18. CONTACTS

19. WORKING CONDITION

	Occasional	Frequent		
General Public	: x :	:	Normal Working Condition	: y :
Other Agencies	: x :	:	Field Work	:
Supervisors	:	: x :	Field Trips	:
Management	:	: x :	Exposed to varied Weather	:
Others (Specify)	:	:	Others (Specify)	:

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

S. Martinez
SERGENA RUTH L. MARTINEZ
Signature of Employee

Date

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

Services technical departments 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.

Teaches 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: BS degree with specific area of specialization
Experience: plus other requirements per QS of the College.

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

None

24. I hereby certify that the above answers are accurate and complete.

5/19/88

Date

PERLA M. TAN
PERLA M. TAN - Head, Dept of Arts & Letters
Signature and Title of Immediate Supervisor

25. APPROVED:

VICENTE A. QUITON
VP for Academic Affairs

Head of Agency

Date