

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY
LOCAL GOVERNMENT
VISA'AS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DAL, VISCA, Baybay, Leyte

6a. PRES. APPROP.
ACT/ BOARD RES./
ORD. NO.
ITEM NO. Lump Sum

6B. PREV. APPROP.
ACT/ BOARD RES./
ORD. NO.
ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

10. Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

MARTINEZ (Family Name) (Given Name) (Middle Name) LABASTIA

3. BUREAU OR OFFICE

4. WORK STATION/PLACE OF WORK

7a. SALARY P.A.

AUTHORIZED
ACTUAL

P 28,752.00

7b. OTHER COMPENSATION

COLA

9. WORKING PROPOSED TITLE

Instructor

11. OCCUPATION GROUP TITLE

(leave b.)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1st

☐ ☐ ☐ ☐ ☐ ☐

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES

90%

5%

5%

1. To teach English and Speech courses.
2. To edit manuscript for undergraduate thesis.
3. To do other assignments from time to time as assigned by the Department Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER

Department Head

Director of Instruction

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

None

17. MACHINES, EQUIPMENT, TOOLS, Etc. use regularly in performance of work.

teaching aids, etc

18. CONTACTS

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

X

Management

X

Others (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.

5/15/89
Date

Remarito
SERECENA RUTH L. MARTINEZ
Signature of Employee

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

Servics 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

23.a. Indicate the required qualifications by years and kind of education considered filling up a vacancy for this position. (Keep the position in mind rather than qualifications of the present incumbent. This item should be filled for all positions other than teaching).

EDUCATION: BS degree with specific area of specialization plus

EXPERIENCE: 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.

5-17-89
Date

Perla M. Tan
PERLA M. TAN - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

18 May 89
Date

Vicente A. Quiton
VICENTE A. QUITON
Head of Agency