

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

1. NAME OF EMPLOYEE

MARTINEZ SEREGENA RUTH L.

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

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

VISCA

3. DEPT./BRANCH/DIVISION

DAL, VISCA

5. WORK STATION//PLACE OF WORK

DAL, VISCA, Baybay, Leyte

6a. PRES. APPROP. ACT/
BOARD RES/
ORD. NO. RA 683
ITEM NO. LS

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

P62,880.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

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 [x]

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

D U T I E S

90% Teaches English and Speech Courses.
5% Member of Committeeship in the department.
3% Critics undergraduate thesis.
2% 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
 Department Head Director of Instructions

16. NAMES, TITLES AND ITEN NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)
 Audio-visual aids, ^{None} eraser, reference materials, etc.

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
 Audio-visual aids, references, books, ball pens, calculator, etc.

18. CONTACT

19. WORKING CONDITION

	Occasional	Frequent
General Public	X	
Other Agencies	X	
Supervisors		X
Management		X
Others (Specify)		

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.

5/23/95
 Date

Seregena Ruth L. Martinez
 Signature of Employee

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

Services technical department by teaching the basic humanities courses

22. Describe briefly the general function of the position.

Provides instruction in English 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 plus other
 Experience: requirements per QS of the College.

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

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

5/29/95
 Date

Noelberto F. Canada Head
 Signature and Title of Immediate Supervisor

25. APPROVED:

Samuel S. Go
 Head of Agency

Date