

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE MARTINEZ, SERGEA RUTH L. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Dept. of Liberal Arts & Behavioral Sciences LEYTE STATE UNIVERSITY	3. BUREAU OR OFFICE LSU DLABS
4. DEPT./BRANCH/DIVISION DEPT. OF LIBERAL ARTS & BEHAVIORAL SCIENCES	5. WORK STATION/PLACE OF WORK LSU
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-AP1-17-2004
7a. SALARY P.A.: P 159,600.00	7b. OTHER COMPENSATION: FERA/ACA
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor I	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 [x] 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% - Teaches English and Speech Courses.

3% - Member of different committees.

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

100%

206

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; margin-top: 10px;"> Dept. Head </div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; margin-top: 10px;"> DEAN </div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <div style="text-align: center; margin-top: 10px;"> Dept. Head </div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="margin-top: 10px;"> Computer, calculator, ball pen, pencil, visual aids, class record, board, board eraser, etc. </div>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
	Occasional	Frequent																											
General Public	<input type="checkbox"/>	<input type="checkbox"/>																											
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>																											
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Management	<input type="checkbox"/>	<input type="checkbox"/>																											
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																											
Normal Working Condition	<input type="checkbox"/>																												
Field work	<input type="checkbox"/>																												
Field Trips	<input type="checkbox"/>																												
Exposed to Varied Weather	<input type="checkbox"/>																												
Other's (Specify)	<input type="checkbox"/>																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <div style="text-align: center;"> May 29, 2006 Date </div> </div> <div style="width: 45%; text-align: right;"> SHIREENA RUTH L. MARTINEZ Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. As a service department to teach the students through quality instruction, to improve 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 and extension in relation to the College thrust.																													
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). <div style="margin-top: 10px;"> Education: BS degree relevant to the job Experience: 1 year of relevant experience; 4 hours of relevant training </div>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <div style="text-align: center;"> May 30, 2006 Date </div> </div> <div style="width: 45%; text-align: right;"> NORBERTO F. CANADA -Dept. Head Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <div style="text-align: center;"> Date </div> </div> <div style="width: 45%; text-align: right;"> PACIENCIA P. MILAN Head of Agency </div> </div>																													