

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>MARTINEZ SEREGENA RUTH LABASTIDA</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DLABS Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK 3nd	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT BOARD RES/ ORD. NO. ITEM NO. <u>VISCAD-AP1-17-2004</u>	7a. SALARY P.A.: <u>₱204,708.00</u> 7b. OTHER COMPENSATION: <u>₱24,000-</u>	
8. OFFICIAL DESIGNATION OF POSITION Assistant 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 [X] 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		
95%	To teach English, Speech courses and some other subjects offered at DLABS as assigned by the department head.		
3%	Member of different committees; participate in the co-curricular activities in DLABS		
2%	Other assignments given by the department head from time to time.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">DEPARTMENT HEAD</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">DEAN</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Computer, calculator, charts, class records, board eraser, etc.</p>																													
18. CONTRACT <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;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Whether</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Whether	[]	Others (Specify)	[]
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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%;"> <p style="font-size: 1.2em; font-family: cursive;">January 13, 2009</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-family: cursive; font-size: 1.2em;">[Signature]</p> <p>SEREGENA RUTH L. MARTINEZ</p> <p>Signature of Employee</p> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <i>As a service department to teach the Students through quality instruction, to improve productivity, profitability, equity & well-being of the University as a whole.</i>																													
22. Describe briefly the general function of the position. <i>To serve technical/academic department through Instruction by teaching the basis subject/graduate courses at the dept., explore possibilities on research and extension in relation to university thrusts.</i>																													
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 items should be filled for all positions other than teaching). <div style="margin-top: 10px;"> <p>Education: <i>Relevant masteral degree</i></p> <p>Experience: <i>1 yr. of relevant experience; 4 hrs of relevant training</i></p> </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%;"> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-family: cursive; font-size: 1.2em;">[Signature]</p> <p>NORBERTO F. CANADA</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-family: cursive; font-size: 1.2em;">[Signature]</p> <p>JOSE L. BACUSMO</p> <p>Head of Agency</p> </div> </div>																													