

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 DEPARTMENT OF ARTS & LETTERS Visayas State College of Agriculture		3. BUREAU OR OFFICE VISCA, BAYBAY, LEYTE	
4. DEPT./BRANCH/DIVISION DEPARTMENT OF ARTS & LETTERS		5. WORK STATION/PLACE OF WORK DAL, VISCA, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
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 <input checked="" type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> 1st [] 2nd [] 3rd <input checked="" type="checkbox"/> 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
<div style="display: flex; justify-content: space-between;"> <div> Percent of Working Time : 95% : 2% : 2% : 1% : 100 % : </div> <div style="text-align: center;"> D U T I E S </div> <div> :- Teaches English & Speech Courses at the Dept. of Arts and Letters. :- Member of the different committees at DAL. :- Critiquing manuscript of the undergraduate thesis at DAL. :- Other assignments given by the Dept. Head from time to time. </div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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) DEPARTMENT HEAD																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Ball pen, class record, charts, calculator, typewriter, chalk, etc.																															
18. CONTRACT		19. WORKING CONDITION																													
<table border="1"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>[]</td><td>[x]</td></tr><tr><td>Other Agencies</td><td>[]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[x]</td></tr><tr><td>Management</td><td>[]</td><td>[]</td></tr><tr><td>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>			Occasional	Frequent	General Public	[]	[x]	Other Agencies	[]	[]	Supervisors	[]	[x]	Management	[]	[]	Other (Specify)	[]	[]	<table border="1"><tbody><tr><td>Normal Working Condition</td><td>[x]</td></tr><tr><td>Field Work</td><td>[]</td></tr><tr><td>Field Trips</td><td>[]</td></tr><tr><td>Exposed to Varied Weather</td><td>[]</td></tr><tr><td>Others (Specify)</td><td>[]</td></tr></tbody></table>		Normal Working Condition	[x]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. June 1, 1999 Date SEREGENA RUTH L. MARTINEZ Signature of Employee																															
21. Describe briefly the general function of the Unit or Section. To teach the basic subject of all courses at the Dept. and the College as a whole.																															
22. Describe briefly the general function of the position. To teach English and Speech Courses at the Dept. and the College as a whole.																															
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: Bachelor's degree in the area of specialization Experience: None required																															
23b. Licenses or certificates required to do this work, if any.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. June 1, 1999 Date ZENALDA C. DUMAGUING, Dept. Head Signature and Title of Immediate Supervisor																															
25. APPROVED: Date SAMUEL S. GO, President Head of Agency																															