

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

1. NAME OF EMPLOYEE

SEREGENA RUTH L. MARTINEZ

(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

DEPT. OF ARTS & LETTERS

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO. LS

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.: ₱ 127,620.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

INSTRUCTOR I

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS
MUNICIPALITY ☒ CITY ☐ PROVINCE ☐

1st

☐

2nd

☐

3rd

☒

4th

☐

5th

☐

6th

☐

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

Percent of Working Time :

DUTIES

95%

- Teaches English and Speech Courses.

3%

- Member of different committees at the department or VISCA as a whole.

2%

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

100%

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, pencil, chalk, chalkboard, eraser, calculator, typewriter, computer, class record, etc.

18. CONTRACT

Occasional Frequent

General Public

[x]

[]

Other Agencies

[x]

[]

Supervisors

[]

[x]

Management

[]

[]

Other (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.

May 15, 2001

Date

SERENA RUTH MARTINEZ

Signature of Employee

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

As a service department to serve/teach the students through quality instruction, to improve the productivity, profitability, equity and well-being of the College as a whole.

22. Describe briefly the general function of the position.

To serve technical/academic department through instruction by teaching the basic subjects courses at the department; explore possibilities on research and extension in relation to the College thrusts.

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.

May 15, 2001

Date

ZENAIDA C. DELAQUING, Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

PACIFICIA P. MILAN, President

Date

Head of Agency