

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

MARTINEZ SEREGENA RUTH L.
(FAMILY NAME) (GIVEN NAME) (M.I)

3. BUREAU OR OFFICE

2. DEPARTMENT, CORPORATION OR AGENCY?

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH DIVISION

DAL, VISCA

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

ACT/ EO 87

ACT/

BOARD RES./

BOARD RES./

ORD. NO.

ORD. NO.

ITEM NO. LS

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPEN-
SATION

AUTHORIZED

ACTUAL

P42,480.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING OR PROPOSED TITLE

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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 attach additional sheets.

Percent of
Working
Time

90%

1. Teaches English and Speech courses.

3%

2. Member of DAL Committees.

3%

3. Other assignments given by the Dept. Head from time to time.

2%

4. Editing undergraduate thesis.

2%

5. Advisor of DAL paper.

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).

None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Teaching materials, audio-visual aids, pen, calculator

18. CONTACTS

	Occasional	Frequent
General Public	: X :	: :
Other Agencies	: X :	: :
Supervisors	: :	: X :
Management	: :	: X :
Others (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.

6/6/90
Date

Seregena Ruth L. Martinez
SEREGENA RUTH L. MARTINEZ
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Services technical departments by teaching the basic humanities courses; explores possibilities on research and extension in relation to College thrusts.

22. Describe briefly the general function of the position.
Teaches English and speech 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
Experience: other requirements per QS of the College

23b. Licenses or certificates required to do this work, if any.
None

24. I hereby certify that the above answers are accurate and complete.

6/7/90
Date

PERLA M. TANG Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA
Head of Agency