

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Horticulture

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAB-AP2-13-2004

1. NAME OF EMPLOYEE

GONZAGA

ZENALDA

CUEVAS

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: P 190,092.00

7b. OTHER COMPENSATION: FERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Asst. Professor

9. WORKING PROPOSED TITLE

Asst. Professor

10. WAPCO CLASSIFICATION OF THIS POSITION

Asst. Professor

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
attach additional sheets.

Percent of

Working Time:

DUTIES

70%

Teaching:

Hort 22 Lecture and Lab.

Hort 141 Lecture and Lab

Hort 200

20%

Research and Extension:

Do research and extension work on vegetable and ornamental crops.

10%

Others:

Do routinary activities that maybe assigned by the Department Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Assoc. Professor/Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Agriculture	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) laborer, GTA			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, blackboard, pens, class record, projector, etc.			
18. CONTACT		19. WORKING CONDITION	
Occasional Frequent		Normal Working Condition x	
General Public	[]	Field work	[x]
Other Agencies	[]	Field Trips	[]
Supervisors	[]	Exposed to Varied Weather	[]
Management	[]	Other's (Specify)	[]
Others (Specify)	[]		
20. I CERTIFY that the above answers are accurate and complete. Sept 22, 2006 Date ZENALDA C. GONZAGA Signature of Employee			
21. Describe briefly the general function of the Unit or Section. Teaches, do research and extension work on ornamental and vegetable crops.			
22. Describe briefly the general function of the position. Teaching horticulture subjects, research and extension on horticultural crops.			
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). Education: Masters degree plus other requirements per QS of the University Experience: 2 years of relevant experience; 8 hrs. of relevant training.			
23b. Licenses or certificates required to do this work, if any. none			
24. I HEREBY CERTIFY that the above answers are accurate and complete. Sept 25, 2006 Date MARILYN A. BERNARDO Signature and Title of Immediate Supervisor PACIENCIA F. MILAN Head of Agency 10/13/06			
25. APPROVED Date			