

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DOH, V4994

a. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO. LUMP SUM

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OR POSITION

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

GONZAGA

ZENAIDA

CUEVAS

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

VISCA

7a. SALARY I.A.

7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL P78,816.00

9. WORKING OR PROPOSED TITLE

Instructor I

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

80%

Teaches horticulture, plant breeding and agricultural botany courses

15%

Conducts research work on vascular plants

5%

Performs other functions assigned by immediate supervisor.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head - Assoc. Professor

Director, ODI

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.

books, calculator, microscopes, actual specimens, laboratory guide

18. CONTACTS

19. WORKING CONDITION

	OCCASIONAL	FREQU NT
General Public	☒	☐
Other Agencies	☒	☐
Supervisors	☐	☒
Management	☐	☐
Others (Specify)	☐	☐

Normal Working Condition	☒
Field Work	☐
Field Trips	☐
Exposed to varied Weather	☐
Others (Specify)	☐

20. I CERTIFY that the above answers are accurate and complete.

August 19, 1996

Date

ZENALDA C. GONZAGA

Signature of Employee

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

To provide instruction, research and extension services in the field of horticulture.

22. Describe briefly the general function of the position.

To provide instruction in Horticulture, plant breeding and ag. botany 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 other requirements per QS of the College.
Experience:

23b. Licenses or certificates required to do this work, if any.

none

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

August 19, 1996

Date

MISAE T. DIPUTADO, JR. - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Head of Agency

Date