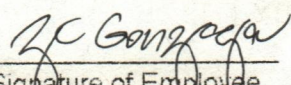
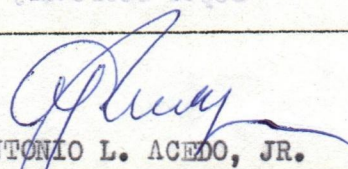
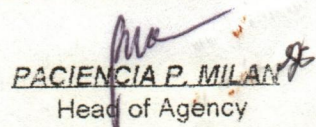


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GONZAGA ZENaida CUEVAS <small>(Family Name) (Given Name) (Middle Name)</small>
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LEYTE STATE UNIVERSITY
4. DEPT./BRANCH/DIVISION Horticulture		5. WORK STATION/PLACE OF WORK Horticulture
6a. PRES. APPRO. ACT/ BOARD RES/ <input checked="" type="checkbox"/> ORD. NO. <input checked="" type="checkbox"/>	6b. PREV. APPRO. ACT/ BOARD RES/ <input checked="" type="checkbox"/> ITEM NO. VLSCAP-AP2-13-2004	7a. SALARY P.A. P169,176.00 7b. OTHER COMPENSATION: PERA/ACA P12,000.00/annum
8. OFFICIAL DESIGNATION OF POSITION Asst. Professor II		9. WORKING PROPOSED TITLE Asst. Professor II
10. WAPCO CLASSIFICATION OF THIS POSITION Asst. Prof. II		11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>		
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.		
Percent of Working Time : DUTIES		
<div style="margin-bottom: 20px;"> 80% Teaches Horticulture subjects - Hort 22 - Hort 141 - Hort 209 - Hort 110 </div> <div> 20% Extension and Others - Co-project in-charge (HELP) ornamentals - Dept. Librarian - Dept. Secretary </div>		

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR 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) <p style="text-align: center;">none</p>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">overhead projector, slide projector, blackboard, eraser, computer, pens, etc.</p>																			
18. CONTACT <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/> Students</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> Students	19. WORKING CONDITION Normal Working Condition <input checked="" type="checkbox"/> Field work <input checked="" type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather <input checked="" type="checkbox"/> Other's (Specify) <input type="checkbox"/>
	Occasional	Frequent																	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
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Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> Students																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Sept 27, 2005</u> Date </div> <div style="text-align: center;">  Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Teach, research and do extension work of horticultural crops.</p>																			
22. Describe briefly the general function of the position. <p style="text-align: center;">Teaching of horticulture subjects</p>																			
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: MS Graduate with specialization per QS of the college Experience: none required																			
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">none</p>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>10/2/05</u> Date </div> <div style="text-align: center;">  ANTONIO L. ACEDO, JR. Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  PACIENCIA P. MILAN Head of Agency </div> </div>																			