

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

GONZAGA ZENAIDA CUEVAS

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

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU

4. DEPT./BRANCH/DIVISION

HORTICULTURE

5. WORK STATION/PLACE OF WORK

LSU

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

7a. SALARY P.A.:

P 230,016.00

7b. OTHER COMPENSATION: PERA/ACA

24,000.00/annum

8. OFFICIAL DESIGNATION OF POSITION

Asst. Prof. **IV**

9. WORKING PROPOSED TITLE

Asst. Prof.

10. WAPCO CLASSIFICATION OF THIS POSITION

Asst. Prof.

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

60%

Teaching:

- Teaches Hort 141 Lec and Lab.; Hort 22 Lec & Lab. Hort, 195
- Teaches Hort 200 and 300 level

20%

Research:

- Do research on vegetable and ornamental crops
- Project Leader ACIAR funded project

10%

Extension:

- Subject matter specialist (Expert on call)

10%

Others:

- Project In-charge Horticultural crops for instructional project
- Guidance Facilitator

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head, DOH

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Dean, CA

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) J.S. MANCANG, SRA; A. Ocasiones & N. Sanchez - laborers

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Computer, LCD, blackboards, chalk, pens, etc.

18. CONTACT

Occasional

Frequent

General Public

☐

☒

Other Agencies

☒

☐

Supervisors

☐

☒

Management

☐

☒

Others (Specify)

☐

☒

Students

19. WORKING CONDITION

Normal Working Condition ☒

Field work ☒

Field Trips ☐

Exposed to Varied Weather

Other's (Specify) ☐

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

Sept. 18, 2008

Date

ZENaida C. Gonzaga

Signature of Employee

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

Teaching and do research and extension work on horticultural crops.

22. Describe briefly the general function of the position.

Teaching horticulture subjects

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: Relevant masteral degree

Experience: 2 yrs. 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.

Date

JOSE M. ALQUINO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO

Head of Agency