

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
Visayas State College of Agriculture

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

5. WORK STATION//PLACE OF WORK

DPBAB VISCA

6a. PRES. APPROP. 6b. PREV. APPRO.
ACT/ BOARD RES/ 7180
ORD. NO. ITEM NO. LS

7a. SALARY P.A. 7b. OTHER COMPENSATION
P42,480.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor I

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

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

D U T I E S

80%

1. Handle classes in General Botany, Genetics, Plant physiology and plant breeding courses.

15%

2. Conduct researches.

5%

3. Do other duties that maybe assigned by the supervisors.

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

Department Head

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, calculator, pen, etc.

18. CONTACT

19. WORKING CONDITION

Occasional

Frequent

General Public

x

Other Agencies

X

Supervisors

x

Management

x

Others (Specify)

Normal Working Condition

x

Field Work

Field Trips

Exposed to

Others (Specify)

01/01/77 (01/01/77)

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

Oct. 22, 1993

Date _____

De bonzogen

ZENAIDA C. GONZAGA

Signature of Employee

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

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

To teach 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 w/ 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.

OTHELLO B. CAPUNO - Dept.head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date _____

Head of Agency

Renewal 11-1-93