

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

GONZAGA - ZENALDA CUEVAS
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

VisCA

4. DEPT./BRANCH/DIVISION Horticulture

5. WORK STATION/PLACE OF WORK

Dept. of Horticulture, VisCA

6a. PRES. APPRG.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION: ACA & PERA
P12,000/a

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING PROPOSED TITLE

Instructor II

10. W/PCO CLASSIFICATION OF THIS POSITION

Instructor II

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 attached additional sheets.

Percent of Working Time

DUTIES

80%

Teaching Horticulture subjects:

Hort 22 Lec & Lab.
Hort 110 Lab
Hort 141 Lab

15%

Do Extension services such as:

Act as resource person on ornamental and vegetable crops production

5%

Act as academic adviser, class size controller and do other services that maybe assigned by the Dept. Head

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head - DOH

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, Office of the 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.
blackboard, chalk, computer, overhead projector, pens, calculator

18. CONTRACT

Occasional Frequent

General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[x]	[]
Management	[x]	[]
Other (Specify) students	[x]	[x]

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

Date

Signature of Employee

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

Teaching Horticulture subjects

22. Describe briefly the general function of the position.

Teach, do research work and extension services to clientele on Horticultural crops

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 plus other requirements per OS of the college

Experience: none required

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

none required

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIFICIA P. MILAN

Head of Agency