

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

1. NAME OF EMPLOYEE

GONZAGA ZENALDA C.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

DPBAB, VISCA, Baybay, Leyte

3. DEPT./BRANCH/DIVISION
Plant Breeding & Ag. Botany

5. WORK STATION//PLACE OF WORK
Baybay, Leyte

6a. PRES. APPROP. ACT/
BOARD RES/
ORD. NO.
ITEM NO. LUMP SUM

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

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%

Teaches laboratory classes in genetics, plant breeding
& botany.

15%

Handles research.

5%

Other activities assigned by immediate supervisor.

100%

[Handwritten signature]

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.

Microscope, calculator, books, beaker, etc.

18. CONTACT

19. WORKING CONDITION

General Public
Other Agencies
Supervisors
Management
Others (Specify)

Occasional

Frequent

X

X

X

X

Normal Working Condition

Field Work

Field Trips

Exposed to Varied Weather

Others (Specify)

X

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

October 5, 1994

Date

ZENAIDA 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 plant breeding, genetics and botany.

22. Describe briefly the general function of the position.

Teaches laboratory classes in plant breeding, genetics and botany.

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 units of specialization plus other requirements per QS 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

OTHELLO B. CAPINO

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO

Head of Agency