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REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GONZAGA (Family Name) ZENILDA (Given Name) CHAVAS (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 169,176.00	
8. OFFICIAL DESIGNATION OF POSITION Asst. Prof.		7b. OTHER COMPENSATION: PERA/ACA Visca	
10. WAPCO CLASSIFICATION OF THIS POSITION ASST-1000		9. WORKING PROPOSED TITLE Asst. Prof.	
11. OCCUPATIONAL 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			
70% Teaching - Teaches Hort. 22 Lec & Lab; Hort. 141 Lec & Lab; Hort. 110 Lec. & Lab.			
20% Research & Extension Work - Do research work on ornamentals crops - Give technical advice/expert on call			
10% Others			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Dean

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list

only by their item nos. and titles)

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

computer, blackboard, calculator, chealk, pens etc.

18. CONTACT

Occasional

Frequent

General Public

☒

☐

Other Agencies

☒

☐

Supervisors

☐

☐

Management

☐

☐

Others (Specify)

☐

☒

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.

Oct. 6, 2003

Date

Zetilda C. Gonzaga
ZETILDA C. GONZAGA
Signature of Employee

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

Teaching, do research and extension work on horticultural crops.

22. Describe briefly the general function of the position.

Teaching

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: M.S. graduate with area of specialization.

Experience: none required

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

Marilyn M. Belarmino
MARILYN M. BELARMINO
Signature and Title of Immediate Supervisor

25. APPROVED

Date

Paciencia P. Milan
PACIENCIA P. MILAN
Head of Agency