

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SOLZAGA ZENaida CUEVAS (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION HORTICULTURE		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. WISCAD-AP4-72-1998	7a. SALARY P.A.: P220,016.00 7b. OTHER COMPENSATION PERA/ACA P24,000/annum	
8. OFFICIAL DESIGNATION OF POSITION Asst. Professor IV		9. WORKING PROPOSED TITLE Asst. Professor	
10. WAPCO CLASSIFICATION OF THIS POSITION Asst. Professor		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			
70% Teaching - Teaches Undergrad. and Graduate subjects Hort. 22 - Lec Hort 141 - Lec Hort 299 Hort 304 - Lec & Lab Hort 399 20% Research - Project Leader AGIAR project 5% Extension - HELP 5% Others - Project In-charge Horticultural Crops for Instruction Use			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <u>Department Head</u>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <u>College Dean</u>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list only by their item nos. and titles) <u>1 SRA and 2 Laborers</u>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <u>chalkboard, computer, LOR, pens, chalk, etc.</u>																													
18. CONTACT <table style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">☒</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">☒</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒ <u>Students</u></td> </tr> </table>		Occasional	Frequent	General Public	☒	☐	Other Agencies	☒	☐	Supervisors	☐	☒	Management	☐	☒	Others (Specify)	☐	☒ <u>Students</u>	19. WORKING CONDITION <table style="width: 100%;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </table>	Normal Working Condition	☐	Field work	☒	Field Trips	☒	Exposed to Varied Weather	☒	Other's (Specify)	☐
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20. I CERTIFY that the above answers are accurate and complete. <u>January 15, 2009</u> Date <u>ZENaida C. Gonzaga</u> Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. <u>Do instruction and research, extension and production work on horticultural crops.</u>																													
22. Describe briefly the general function of the position. <u>Teaches horticulture subjects and research and extension work on horticultural crops.</u>																													
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: <u>Relevant masteral degree.</u> Experience: <u>2 yrs. of relevant experience; 8 hr. of relevant training.</u>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date <u>JOSE M. ALQUINO, JR.</u> Signature and Title of Immediate Supervisor.																													
25. APPROVED Date <u>JOSE L. BACUSAO</u> Head of Agency																													