

REPUBLIC OF THE PHILIPPINES

EC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

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

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

DPBAB VISCA

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.

7a. SALARY P.A. : 7b. OTHER COMPEN-

ACT/ RA 6831 : ACT/

AUTHORIZED : SATION

BOARD RES/ : BOARD RES/

ACTUAL

ORD. NO. : ORD. NO.

₱42,480.00

ITEM NO. LS : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor I

Instructor I

10. MAPOO 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: DUTIES —

Working :
Time :

85% : 1. Teaches laboratory classes on Genetics, Botany and
: Plant Breeding.

10% : 2. Co-study leader on the study entitled "Collection and
: evaluation of white corn germplasm in Leyte."

5% : 3. Performs other functions assigned by the Dept. Head.

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

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

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (Specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

I CERTIFY that the above answers are accurate and complete.

Oct. 8, 1992

Date

ZC Gonzaga

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 & 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:

Experience:

BS degree w/ specific area of specialization plus
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.

Oct. 8, 1992

Date

OK Capuno

OTHELLO B. CAPUNO - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

MANUEL K. PALOMAR
Head of Agency
Officer-in-Charge

Renewal 11-1-92