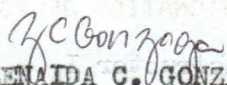
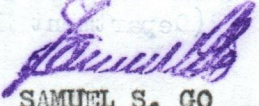


REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>GONZAGA</u> <u>ZENaida</u> <u>CUEVAS</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE VISCA	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. 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: ACA & PERA: ₱12,000.00	
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 attached additional sheets.			
Percent of Working Time : DUTIES			
70%	Teaching Horticulture and Botany subjects - Hort 22 Lec and Lab - Hort 141 Lab - Botany 21		
20%	Do research Work - Taxonomic Inventory of Vascular Plants in Mt. Pangasugan.		
10%	Other duties that maybe assigned by the immediate supervisor (Department Head).		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR ODI Director																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) Science Research Asst.																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. chalk, blackboard, glass record, ball pen, calculator, overhead/slide projector etc.																													
18. CONTRACT <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <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>Other (Specify students)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[☒]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[☒]	[]	Other Agencies	[☒]	[]	Supervisors	[]	[☒]	Management	[]	[]	Other (Specify students)	[]	[☒]	19. WORKING CONDITION <table style="width: 100%;"> <tbody> <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>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[☒]	Field Work	[☒]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <u>Sept. 19, 1997</u> Date  ZENaida C. GONZAGA Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Teaching																													
22. Describe briefly the general function of the position. Teaching Horticulture and Botany subjects, do research work on vascular plants and other duties that maybe assigned by the direct supervisor.																													
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: Bachelor's degree in the area of specialization Experience: None required																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>9/19/97</u> Date  MISAEI T. DIPUTADO, JR. Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date  SAMUEL S. GO Head of Agency																													