

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
LEYTE STATE UNIVERSITY

1. NAME OF EMPLOYEE
GONZAGA ZENaida CUEVAS

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

Horticulture

4. DEPT./BRANCH/DIVISION

Horticulture

5. WORK STATION/PLACE OF WORK

Horticulture

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAB-AP2-13-2004

7a. SALARY P.A.: P 190,092.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Asst. Professor II

9. WORKING PROPOSED TITLE

Asst. Professor II

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 :

DUTIES

70% Teaching Horticulture courses
- teaches Hort 141, Hort 110, Hort 195, Hort 22

15% Student Thesis Advising
- act as adviser, chairman and member of student
Research committee

10% Supervising of Dept Project Establishment & Maintenance
- Project leader, Horticultural Coop Instructional Project

5% Other Assignments
- Dept Librarian
- Dept. Secretary

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Dr. Antonio L. Acedo, Jr. - Dept. Head</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>Dr. Oscar B. Posas - Dean, CA</i>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <i>Reide Galia and Francis Bryan Quirol - Graduate Teaching Asst.</i>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>Computer, overhead slide projector, chalk, chalkboard, calculator, etc</i>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <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>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒ <i>Students</i></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	☒	☐	Other Agencies	☒	☐	Supervisors	☐	☒	Management	☐	☒	Others (Specify)	☐	☒ <i>Students</i>	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <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>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </tbody> </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. <i>Dec 6, 2001</i> _____ Date <i>[Signature]</i> _____ Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. <i>Teaching, research and extension work on horticultural crops/project</i>																													
22. Describe briefly the general function of the position. <i>Teaches Horticulture courses, do research & extension work</i>																													
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: <i>MS degree plus other requirements per QS of the university</i> Experience: <i>2 years of relevant experience; 8 hours of relevant training.</i>																													
23b. Licenses or certificates required to do this work, if any. <i>not required</i>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <i>Dec 6, 2001</i> _____ Date <i>[Signature]</i> _____ Signature and Title of Immediate Supervisor																													
25. APPROVED _____ Date <i>[Signature]</i> PACIENCIA P. MILAN Head of Agency																													