

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

GONZAGA ZENAIDA CUEVAS
(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
Horticulture,

5. WORK STATION/PLACE OF WORK
Horticulture, VISCA

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.:

₱ 10,248.00

7b. OTHER COMPENSATION:

ACA & PERA: ₱1,000.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING PROPOSED TITLE

Instructor II

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor II

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

80%

Teaching:

Hort 22 - Lecture and Lab.

Hort 110 - Laboratory

Hort 141 - Lab

15%

Extension:

Serve as resource person on vegetable production.

5%

Do other works that maybe assigned by the immediate supervisor

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head/Assoc. Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, ODI

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.

18. CONTRACT

Occasional Frequent

General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[]	[x]
Other (Specify)	[]	[x]

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[x]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete.

Rec. 17, 1999

Date

HC Gonzalez

ZENAIDA C. GONZAGA

Signature of Employee

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

Teaching horticulture subjects and do extension works on vegetable crops

22. Describe briefly the general function of the position.

Teaches horticulture subjects, do research and extension works on horticultural crops.

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).

Inst. 2

Education: Bachelor's degree in the 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.

Rec 20, 1999

Date

MISAE T. DIPUTADO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIFICIA P. MILAN

Head of Agency