

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

HORTICULTURE

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VLSCAD-AP2-17-2004

3. OFFICIAL DESIGNATION OF POSITION

Asst. Professor IV

10. WAPCO CLASSIFICATION OF THIS POSITION

Asst. Professor

1. NAME OF EMPLOYEE

CONZAGA

ZELATDA

QUEVAS

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: 1209,100-

7b. OTHER COMPENSATION: PERA/ACA

24,000.00

9. WORKING PROPOSED TITLE

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

[]

[]

[]

[]

[]

[]

3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of

Working Time:

DUTIES

70%

Teachings:

- Teaches Hort 141 Lec & Lab

- Hort 22 Lec & Lab

- Hort 304

Etc.

10%

Research

- Do research work on vegetable and ornamental crops

10%

Extension

- Production and dissemination of horticultural crops.

10%

Others

- Dept. Petty cashier

- Project In-charge - Horticultural Crops for Instructional Project

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Agriculture

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)

R. Managbanag, laborer

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

computer, projector, microphone, calculator, chalk, chalkboard

18. CONTACT

Occasional Frequent

General Public

[]

[]

Other Agencies

[]

[]

Supervisors

[]

[]

Management

[]

[]

Others (Specify)

[]

[] students

19. WORKING CONDITION

Normal Working Condition

x

Field work

[]

Field Trips

[]

Exposed to Varied Weather

x

Other's (Specify)

[]

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

Date

ZENAIDA C. GONZAGA

Signature of Employee

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

Do instruction, research and extension work on Horticultural crops

22. Describe briefly the general function of the position.

Teaching, research and extension work on horticultural crops.

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: Relevant masteral degree

Experience: 2 yrs. of relevant experience, 8 hrs. of relevant training

23b. Licenses or certificates required to do this work, if any.

none

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

MARILEY M. BELARMINO

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSNO

Head of Agency