

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

Dept. of Horticulture

4. DEPT./BRANCH/DIVISION

Horticulture

5. WORK STATION/PLACE OF WORK

Horticulture, Baybay, Leyte

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION: ACA ₱500.00/m
PERA: ₱500.00/me.

8. OFFICIAL DESIGNATION OF POSITION

Asst. Prof. II

9. WORKING PROPOSED TITLE

Asst. Prof. II

10. WAPCO CLASSIFICATION OF THIS POSITION

Asst. Prof. II

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS
MUNICIPALITY [] CMTY [] 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

On Study Leave

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, Dept. of Horticulture

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.

computer, blackboard chalk, calculator, etc.

18. CONTRACT

Occasional Frequent

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

19. WORKING CONDITION

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

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

Dec. 6, 2001

Date

ZENAIDA C. GONZAGA

Signature of Employee

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

Teaching Horticulture subjects.

22. Describe briefly the general function of the position.

Do teaching, research and extension work 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).

Education: **BSA graduate with area of specialization plus other requirements per QS of the University**Experience: **none required**

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

none required

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

Date

MISAE T. DIPUTADO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency