

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

1. NAME OF EMPLOYEE

GONZAGA ZENAITA CUEVAS

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

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
Visayas State College of Agriculture

2. BUREAU OR OFFICE

DPBAB, VISCA

3. DEPT./BRANCH/DIVISION  
DPBAB

5. WORK STATION//PLACE OF WORK  
VISCA

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

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

7a. SALARY P.A. 7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING PROPOSED TITLE

Instructor

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

D U T I E S

70%

Teaches laboratory classes in Genetics, Botany and  
Plant Breeding Courses.

25%

Handles research.

5%

Performs other functions assigned by the Dept. Head.



52

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director of Instruction</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) NONE</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Books, calculator, microscopes, etc.</p>																													
<p>18. CONTACT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Occasional</th> <th>Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Supervisors</td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>Management</td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>Others (Specify)</td> <td></td> <td></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	X		Other Agencies	X		Supervisors		X	Management		X	Others (Specify)			<p>19. WORKING CONDITION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Field Work</td> <td></td> </tr> <tr> <td>Field Trips</td> <td></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Others (Specify)</td> <td></td> </tr> </tbody> </table>	Normal Working Condition	X	Field Work		Field Trips		Exposed to Varied Weather		Others (Specify)	
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p><u>Sept. 20, 1995</u></p> <p>Date</p> </div> <div style="width: 45%;"> <p><u>Zebomzogor</u></p> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section. To provide instruction, research and extension services in the field of Plant Breeding and Ag. Botany</p>																													
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<p>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).</p> <p>Education: MS degree with specific area of specialization plus other requirements per QS of the College.</p> <p>Experience: None</p>																													
<p>23b. Licenses or certificates required to do this work, if any. None</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 45%;"> <p><u>Othello B. Capuno</u></p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
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