

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

Horticulture, LSU, Visca

4. DEPT./BRANCH/DIVISION
Horticulture

5. WORK STATION/PLACE OF WORK
LSU, visca, Baybay, Leyte

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

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

VISCAAB-INST2-5-98

VISCAB-INST-2-5-98

7a. SALARY P.A.: **₱142,044.00**

7b. OTHER COMPENSATION: **₱12,000.00**
(ACA & PERA)

8. OFFICIAL DESIGNATION OF POSITION

Instructor 2

9. WORKING PROPOSED TITLE

Instructor 2

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor 2

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

On Study Leave (Ph.D.)

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Assoc. Professor/Department Head

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)

n/a

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

18. CONTRACT

Occasional Frequent

General Public	[]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (specify)	[]	[]

19. WORKING CONDITION

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

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

Oct. 1, 2001

Date

[Signature]

Signature of Employee

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

Do teaching, research and extension work on horticultural crops.

22. Describe briefly the general function of the position.

Teaching

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: BS Graduate with 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.

Date

[Signature]
MISAE T. DIPUTADO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

[Signature]
PACIENCIA P. MILAN
Head of Agency