

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ZENaida C. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION Horticulture		5. WORK STATION/PLACE OF WORK Horticulture	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.			
8. OFFICIAL DESIGNATION OF POSITION Assec. Professor V		9. WORKING PROPOSED TITLE Assec. Professor V	
10. WAPCO CLASSIFICATION OF THIS POSITION Assec. Professor V		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:			
D U T I E S			
85% 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.			
5% 2. Member in different committees.			
5% 3. Participate in the co-curricular activities.			
5% 4. Perform other functions assigned by the Department Head.			
100%			

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644-196

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Department Head, DOH

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Dean, CAFS

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)
Hubert Dimabuyo, Jessa Rom - SRA; Laborers

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Computer, projector, LCD blackboard, pens, papers, etc.

18. CONTRACT

General Public
Other Agencies
Supervisors
Management
Other (Specify)

Occasional
Frequent

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.

January 21, 2015
Date

ZEMUDA C. GONZAGA
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Teaching horticulture subjects, do research and extension work on horticultural crops.

22. Describe briefly the general function of the position.
Teaching, research, extension and production services 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: MS Degree 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.

January 21, 2015
Date

ROSARIO A. SALAS
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency