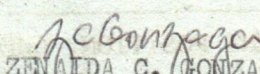
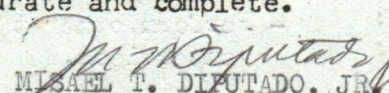
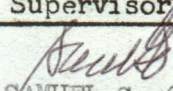


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GONZAGA      ZENAIDA      CUEVAS <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State College of Agriculture		3. BUREAU OR OFFICE  Horticulture	
4. DEPT./BRANCH/DIVISION  Horticulture		5. WORK STATION/PLACE OF WORK  Horticulture	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. Lump sum	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. Lump sum	7a. SALARY P.A.:  7b. OTHER COMPENSATION:  ACA & PERA: P1,000.00	
8. OFFICIAL DESIGNATION OF POSITION  Instructor II		9. WORKING PROPOSED TITLE  Instructor II	
10. WAPCO CLASSIFICATION OF THIS POSITION  Instructor II		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ]  <div style="display: flex; justify-content: space-around;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
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			
70%	Teaching	- Teaches Hort. 22 Lec and Lab. Hort 199	
20%	Research	- Taxonomic inventory of vascular flora in Mt. Pangasugan	
10%	Others and Extension	- Perform other tasks that maybe assigned by the immediate supervisor.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Associate Professor/Dept. 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) none																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. chalk, balckboard, calculator, computer																													
18. CONTRACT	19. WORKING CONDITION																												
<table border="1"> <thead> <tr> <th></th> <th>Occasional</th> <th>Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td>[ x ]</td> <td>[ ]</td> </tr> <tr> <td>Other Agencies</td> <td>[ x ]</td> <td>[ ]</td> </tr> <tr> <td>Supervisors</td> <td>[ ]</td> <td>[ x ]</td> </tr> <tr> <td>Management</td> <td>[ ]</td> <td>[ x ]</td> </tr> <tr> <td>Other (Specify)</td> <td>[ ]</td> <td>[ x ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ x ]	[ ]	Other Agencies	[ x ]	[ ]	Supervisors	[ ]	[ x ]	Management	[ ]	[ x ]	Other (Specify)	[ ]	[ x ]	<table border="1"> <tbody> <tr> <td>Normal Working Condition</td> <td>[ 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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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div> <u>Sept. 15, 1998</u> Date </div> <div>             ZENALDA C. GONZAGA            Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. Teaching Horticulture subjects.																													
22. Describe briefly the general function of the position. Teaching Horticulture subjects, do research work and other functions that maybe assigned by the supervisor.																													
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: Bachelor's degree in the area of specialization  Experience: 1 yr relevant experience; 4 hrs relevant training																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div> <u>Sept. 21, 1998</u> Date </div> <div>             MISHAEL T. DIPUTADO, JR.            Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div> <u>                    </u> Date </div> <div>             SAMUEL S. GO            Head of Agency </div> </div>																													