

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE:

4. DEPT./BRANCH/DIVISION

PRCRTC, VISCA, Baybay, Leyte

6a. PRES. APPROP.

ACT/ EO 87

BOARD RES/

ORD. NO.

ITEM NO. 13

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

1. NAME OF EMPLOYEE

DINGAL

ALFREDO

G.

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

P24,776.00

7b. OTHER COMPEN-

SATION

COLA

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

9. WORKING PROPOSED TITLE

Science Research Specialist

10. MAPCC 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: DUTIES ---

Working

Time

40%

1. To implement approved research studies on cultural management and production of root crops;

40%

2. To prepare reports on his studies and project proposals covering production aspects & other related projects on rootcrops;

20%

3. To perform other duties that the PRCRTC Director may assign.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of PRCRTC

Director of Research & Ext'n.

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.

Weighing scale, t-square, calculator, computer, etc.

18. CONTACT

Occasional

Frequent

19. WORKING CONDITION

General Public

Other Agencies

Supervisors

Management

Others (Specify)

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

7/6/89

Date

Signature of Employee

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

To conduct research, instruction, training and extension services and coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To implement approved research studies on cultural management and production of root 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:

BS degree with specific area of specialization plus

Experience:

other requirements per QS of the College.

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

None

24. I hereby certify that the above answers are accurate and complete.

7/6/89

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

July 10/89

Date

Head of Agency