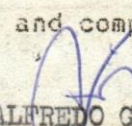

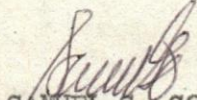


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>DINGAL      ALFREDO      G.</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State College of Agriculture		3. BUREAU OR OFFICE <b>REGIONAL COCONUT RESEARCH CENTER</b>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. 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 <b>Assoc. Prof. IV</b>		9. WORKING PROPOSED TITLE <b>Assoc. Prof. IV</b>	
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 attached additional sheets.			
Percent of Working Time : DUTIES			
30%	:	1. Act as Study Leader of research entitled "Regional Testing of Promising Coconut Hybrids/cultivars."	
25%	:	2. Act as extension co-rproject leader of "Product development and promotion" and co-study leader of exhibits of Coconut Technologies" under the RCRC extension Program No. VEX.CO.003.	
20%	:	3. Act as Project In Charge of RCRC Coconut Nursery	
15%	:	4. Prepare R & D proposal related to coconut breeding and improvement; teach courses in Horticulture and Agronomy.	
10%	:	5. Perform other RCRC related activities as may be assigned by the Director.	



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><b>Director, RCRC</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><b>Director, ODEP</b></p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">none</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p>Triple beam balance, calculator, oven, ballpen, and etc.</p>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ x ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ x ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ x ]	[ ]	Other Agencies	[ x ]	[ ]	Supervisors	[ ]	[ x ]	Management	[ ]	[ x ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table 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 style="text-align: center;">[ x ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ x ]	Field Work	[ x ]	Field Trips	[ ]	Exposed to Varied Weather	[ x ]	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 style="width: 45%;"> <p style="text-align: center;"><u>5/19/98</u> Date</p> </div> <div style="width: 45%; text-align: center;"> <p> <b>ALFREDO G. DINGAL</b> Signature of Employee</p> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p>To conduct research &amp; extension services on all aspect of coconut for the benefit of coconut farmers</p>																													
22. Describe briefly the general function of the position. <p>To conduct research on the cultural/management/crop improvement of coconut. Handle laboratory subjects on Horticulture.</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 style="text-align: center;"><b>Relevant masteral</b></p> <p>Education: BS degree w/ specific area of specialization plus other requirements of the college.</p> <p>Experience: <b>3 yrs relevant experience; 16 hrs relevant training</b></p>																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">none</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>5/19/98</u> Date</p> </div> <div style="width: 45%; text-align: center;"> <p> <b>REBECCO M. SANTIAGO</b> Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: center;"> <p> <b>SAMUEL S. GO</b> Head of Agency</p> </div> </div>																													