

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

Philippine Root Crops Research & Training
Center

1. NAME OF EMPLOYEE

DINGAL (FAMILY NAME) : ALFREDO (GIVEN NAME) (MIDDLE NAME)

3. BUREAU OR OFFICE

Baybay, Leyte

5. WORK STATION/PLACE OF WORK

6a. PRES.. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/ BP Blg. 40

BOARD RES./

ORD. NO.

ITEM NO. 131

7a. SALARY P.A.

AUTHORIZED P12,516.00 p.a.

ACTUAL P12,516.00 p.a.

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

(Research) Assistant Instructor

9. WORKING OR PROPOSED TITLE

(Research) Assistant Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

25%

Develops technologies on appropriate production methods for yams including handling of seed materials

25%

Screens yam germplasm and executes its evaluation in the field and in cooperating stations

20%

Organizes data and prepares reports on results of yam experiments

15%

Organizes collection and maintain germplasm of Dioscorea in the the Center.

10%

Characterizes morphologically the germplasm collection

5%

Perform other duties that may be assigned by his superior.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Assistant Director, PRORTC 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College President

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.

18. CONTACTS calculators, bicycle, pencil, ballpen and record book 19. WORKING CONDITION

	Occasional	Frequent	
General Public			Normal Working Condition
Other Agencies	X		Field Work
Supervisors	X		Field Trips
Management		X	Exposed to varied Weather
Others (Specify)		X	Others (Specify)

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

6-26-81

Date

ALEJANDRO C. DINGAL

Signature of Employee

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

To conduct research, training and extension services; perform instructional activities; coordinate with the national research program on root crops in the the Philippines.

22. Describe briefly the general function of the position.

To conduct research on the improvement of varieties 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 other requirements
Experience: 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.

6-30-81

Date

F. M. Villamayor Jr.
FEDERICO C. VILLAMAYOR, JR. ASST. Director
Signature and Title of Immediate PRORTC Supervisor

25. APPROVED:

7-2-81

Date

F. A. BERNARDO
Head of Agency