

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

6a. PRES.. APPROP.

ACT/ BP Blg. 131

BOARD RES./

ORD. NO.

ITEM NO.

6b. PREV. APPROP.

ACT/ BP Blg. 80

BOARD RES./

ORD. NO.

ITEM NO. 146-26

8. OFFICIAL DESIGNATION OF POSITION

(Research) Assistant Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

DINGAL

(FAMILY NAME)

ALFREDO

(GIVEN NAME)

GATOLA

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED ₱12,516.00 p.a.

ACTUAL ₱12,516.00 p.a.

7b. OTHER COMPENSATION

9. WORKING OR PROPOSED TITLE

(Research) Asst. Instructor

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

60%

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

20%

2. To prepare reports of the studies and project proposals covering cultural management and production aspects on root crops.

20%

3. To provide extension services pertaining the cultural management and production of root crops to farmers of the neighboring barangays; To perform other functions which may be assigned by the Officer in Charge of the Center.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Officer in Charge, PRCRTC

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.  
Calculator, stpler, meter stick, puncher,

18. CONTACTS

Occasional

Frequent

General Public

: X :

: : :

Other Agencies

: X :

: : :

Supervisors

: : :

: X :

Management

: : :

: X :

Others (Specify)

: : :

: : :

19. WORKING CONDITION

Normal Working Condition

: X :

Field Work

: : :

Field Trips

: : :

Exposed to varied Weather

: : :

Others (Specify)

: : :

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

June 28, 1982  
Date

ALFREDO G. DINGAL

Signature of Employee

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

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

22. Describe briefly the general function of the position.

To provide To conduct research 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 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.

7-1-82

Date

Emma S. Data

EMMA S. DATA, Officer In Charge, PRCRTC

Signature and Title of Immediate Supervisor

25. APPROVED:

7-1-82

Date

F. A. BERNARDO

Head of Agency

