

REPUBLIC OF THE PHILIPPINES
EC-CSC FORM NO. 1
(Position Description Form)

1. NAME OF EMPLOYEE

LINA DARIO PEREZ
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

REGIONAL COCONUT RESEARCH CENTER

4. DEPARTMENT/BRANCH/DIVISION

Regional Coconut Research Center

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT : 6b. PREV. APPROP. : 7a. SALARY : 7b. OTHER COMPENSATION
BOARD RES. / : ACT/BOARD RES. : AUTHORIZED :
ORD. NO. : /ORD. NO. : ACTUAL :
ITEM NO. : ITEM NO. :

LS

LS

₱9,680.40/mo.

8. OFFICIAL DESIGNATION OF POSITION

SRA

9. WORKING OR PROPOSED TITLE

SRA

10. CLASSIFICATION OF THIS POSITION: 11. OCCUPATIONAL GROUP TITLE (Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS'S CLASS

MUNICIPALITY / /

CITY / /

PROVINCE / /

1st

2nd

3rd

4th

5th

6th

/ /

/ /

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).

Percent of :

Working Time :

60%

To supervise lab. and field activities

20%

To gather and organize pertinent data

15%

To assist the Study Leader in report preparation

5%

To do other activities related to the conduct of the study.

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

Study Leader

Center Director

16. NAMES, TITLE AND ITEM NO. OF THOSE YOU ARE DIRECTLY SUPERVISE (If more than 7).
List only by their Item Nos. and Titles)

none

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK
Calculator, weighing scale, meter stick, etc.

18. CONTACTS

19. WORKING CONDITION

Occasional Frequent

General Public	:	X	:	:	:	Normal Working Condition	:	X	:
Other Agencies	:	X	:	:	:	Field Work	:	X	:
Supervisors	:	:	:	X	:	Field Trips	:	:	:
Management	:	:	:	X	:	Exposed to Varied weather	:	X	:
Others (Specify)	:	:	:	:	:	Others (Specify)	:	:	:

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

Dec. 10, 1997
Date

DARIO P. LINA
Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION.
To conduct research and extension activities on all aspects of coconut
for the benefit of visayan farmers.

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.
To supervise lab. and field activities, gather data and assist in
report preparation.

23. Indicate the Required Qualification by years and kind of Education considered
in filling up a vacancy of this position. (Keep the position in mind rather than
the qualification of the present incumbent. This item should be filled for all
positions other than teaching.
Education: BS degree w/ specific area of specialization plus other requirement
per CS of the college

Experience: not required

23.b. LICENSES OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.
not required

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

TESSIE C. NUNEZ - Study Leader
Signature and Title of
Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO
Head of Agency