

REPUBLIC OF THE PHILIPPINES

EO 132 FORM NO. 1

(Position Description Form)

1. NAME OF EMPLOYEE

VESTRA, JEREMIAS S.
(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 :

BOARD RES. /

ORD. NO

ITEM NO.

LS

6b. PREV. APPROP. :

ACT/BOARD RES. :

/ORD. NO.

ITEM NO.

LS

7a. SALARY

AUTHORIZED

ACTUAL

P 9,680.40/mo.

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Science Research Assistant

9. WORKING OR PROPOSED TITLE

Science Research Assistant

10. WAPCO 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

/ /

/ /

/ /

/ /

/ /

/ /

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

Percent of
Working Time :

30%

To do pollination work.

25%

To supervise field activities/data gathering.

25%

To compute data.

10%

To assist the Study Leader in progress reports preparation.

10%

To do other jobs that may be assigned by the Study Leader or
RCRC Director.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR: Study Leader
15. POSITION TITLE OF NEXT HIGHER SUPERVISOR: 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, etc.

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 : X :
Field Trips : :
Exposed to Varied weather : X :
Others (Specify) : : :

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

December 16, 1998

Date

JEREMIAS S. VESTRA

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 services on all aspects of coconut for the benefit of

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.

To carry out the objectives of the study entitled "Screening for typhoon tolerant coconut cultivars/hybrids. Visayan farmers of the region.

23. a. Describe the Required Qualification by years and kind of Education considered in filling the 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 with specific area of specialization plus other requirements per QS of the college.

Experience: Not required.

23.b. LICENCES 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 - President
Head of Agency