

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE
DINGAL ALFREDO G.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION
RERC VISCA

5. WORK STATION//PLACE OF WORK

3a. PRES. APPROV. ACT/
BOARD RES/
ORD. NO. 154-3
ITEM NO.

6b. PREV. APPROV. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION
799,000.00

8. OFFICIAL DESIGNATION OF POSITION
Assoc Professor IV

9. WORKING PROPOSED TITLE
Assoc Professor IV

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 attach additional sheets.

Percent of
Working Time

D U T I E S

- | Percent of Working Time | D U T I E S |
|-------------------------|--|
| 30% | 1. Conduct research on cultural mgt/crop improvement of coconut. |
| 30% | 2. Conduct cultural studies of root crops under coconut. |
| 15% | 3. Participate in various training activities of the Center. |
| 10% | 4. Preparation of quarterly, mid-year, year-end annual report. |
| 15% | 5. Supervise laborers and research aides. |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
RCRC Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director of Research & Extension

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.
Triple beam balance, calculator, oven, pen, etc.

18. CONTACT

	Occasional	Frequent
General Public	X	
Other Agencies	X	
Supervisors		X
Management		X
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	
Field Work	X
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

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

1/19/93
Date

ALFREDO G. DINGAL
Signature of Employee

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

To conduct research & extension services on all aspects of coconut for the benefit of coconut farmers.

22. Describe briefly the general function of the position.

To conduct research on the cultural management/crop improvement of coconut.

a. 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: MS degree w/ specific area of specialization plus other requirements per QS of the College

Experience:

23b. Licenses or certificates required to do this work, if any.
None

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

Date

NERELITO P. PASQUAN Director
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA
Head of Agency