

REPUBLIC OF THE PHILIPPINES
BCRSC Form No. 1
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

PRCRTC

6a. PRES. APPROP. : 6b. PRES. APPROP.
ACT/EG Blg. 87/ : ACT/BP Blg. 879
BOARD RES./ : BOARD RES./
ORD. NO. : ORD. NO.
FUND NO. Lump Sum : FUND NO. Lump Sum

8. OFFICIAL DESIGNATION OF POSITION

Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

DINGAL ALFREDO G.
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A. : 7b. OTHER COMPENSATION

AUTHORIZED :
ACTUAL P24,776.00 : COLA

9. WORKING PROPOSED TITLE

Science Research Specialist

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: DUTIES ---

Working :
Time :

40% Implements approved research studies on cultural management and production of root crops;
40% Prepares reports on his studies and project proposals covering production aspects and other related projects on root crops;
20% Performs other duties that the PRCRTC Director may assign from time to time.

10/11/14

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

Director, PRCRTC

Director of Research

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.

Weighing scales, t-square, calculator, computer, etc.

18. CONTACTS

Occasional

Frequent

19. WORKING CONDITION

General Public

: x :

: :

Normal Working Condition

: x :

Other Agencies

: x :

: :

Field Work

: :

Supervisors

: :

: x :

Field Trips

: :

Management

: :

: x :

Exposed to varied Weather

: :

Others (Specify)

: :

: :

Others (Specify)

: :

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

✓ 1/14/89
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 services and coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To implement approved research studies 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

Experience: plus other requirements 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.

J-23-89

Date

MANUEL K. PALOMAR -Director, PRCRTC

Signature and Title of Immediate Supervisor

25. APPROVED:

J-23-89

Date

M. R. VILLANUEVA

Head of Agency