

[illegible]

| <b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b><br><p style="text-align: center;"><b>Study Leader</b></p>  | <b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b><br><p style="text-align: center;"><b>Center Director</b></p> |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
|--|--|------------|----------|----------------|----------|--|----------------|----------|--|------------|--|----------|------------|--|----------|-----------------|--|--|---|--------------------------|--|------------|----------|-------------|--|---------------------------|----------|-----------------|--|
| <b>19. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK</b><br><p style="text-align: center;"><b>Calculator, meter stick, weighing scale and etc.</b></p>  |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| <b>17. CONTACTS</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Supervisor</td> <td></td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Management</td> <td></td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Other (Specify)</td> <td></td> <td></td> </tr> </table> |  | Occasional | Frequent | General Public | <b>X</b> |  | Other Agencies | <b>X</b> |  | Supervisor |  | <b>X</b> | Management |  | <b>X</b> | Other (Specify) |  |  | <b>18. WORKING CONDITIONS</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Normal Working Condition</td> <td></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Field Trips</td> <td></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Other (Specify)</td> <td></td> </tr> </table> | Normal Working Condition |  | Field work | <b>X</b> | Field Trips |  | Exposed to Varied Weather | <b>X</b> | Other (Specify) |  |
|  | Occasional   | Frequent   |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| General Public   | <b>X</b>   |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Other Agencies   | <b>X</b>   |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Supervisor   |  | <b>X</b>   |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Management   |  | <b>X</b>   |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Other (Specify)  |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Normal Working Condition   |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Field work   | <b>X</b>   |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Field Trips  |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Exposed to Varied Weather  | <b>X</b>   |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| Other (Specify)  |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| <b>19. I CERTIFY that the above answers are accurate and complete.</b><br><div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>June 14, 2018</u><br/> Date </div> <div style="text-align: center;"> <br/> <b>MARIA FARAH A. VISCARA</b><br/> Signature of Employee </div> </div>  |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| <b>TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR</b>   |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| <b>20. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION</b><br><p style="text-align: center;"><b>To conduct research &amp; extension activities on all aspects of coconut for the benefit of Visayan Farmers</b></p>   |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| <b>21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION.</b><br><p style="text-align: center;"><b>To carry out the objectives of the study &amp; activities of the section</b></p>   |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| <b>22. 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 incumbent. This item should be filled for all position other than teaching.)</b><br><b>Education : BS DEGREE with specific area of specialization plus other requirements.</b><br><b>Experience: Not required</b>   |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| <b>23. LICENSE OR CERTIFICATE REQUIRED TO DO THIS WORK, IF ANY.</b><br><p style="text-align: center;"><b>Not required</b></p>  |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| <b>23b. I HEREBY CERTIFY that the above answers are accurate and complete.</b><br><div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> Date </div> <div style="text-align: center;"> <br/> <b>MARISEL A. LEORNA</b><br/> Signature and Title of Immediate Supervisor </div> </div>   |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |
| <b>24. APPROVED</b><br><div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> Date </div> <div style="text-align: center;"> <br/> <b>EDGARDO E. TULIN</b><br/> Head of Agency </div> </div>  |  |            |          |                |          |  |                |          |  |            |  |          |            |  |          |                 |  |  |   |                          |  |            |          |             |  |                           |          |                 |  |