

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

PRCRTC, VISCA

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/ **DO 87**

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ORD. NO.

ITEM NO. **13**

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor III

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.

: AUTHORIZED

: ACTUAL **₱42,804.00**

: 7b. OTHER COMPEN-
SATION

COLA

: 9. WORKING PROPOSED TITLE

Assistant Professor III

: 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%

1. Implements approved researches on cultural management & production of root crops;

40%

2. Prepares reports on studies & project proposals covering production aspects & other related projects on rootcrops;

20%

3. Perform other duties that the Director may assign.

48
14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, PRCHTC

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.

Weighing scale, T-square, calculator, computer, etc.

18. CONTACT

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (Specify)

: X :

: X :

: :

: :

: :

: :

: :

: :

: X :

: X :

: :

: :

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

: X :

: :

: :

: :

: :

: :

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

11/10/89
Date

ALFREDO G. DINGAL
Signature of Employee

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

To conduct research, instruction, training & 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: MS degree with specific area of specialization plus

Experience: 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.

11/10/89
Date

MANUEL K. PALOMAR - Director, PRCHTC
Signature and Title of Immediate Supervisor

25. APPROVED:

November 13/89
Date

M. R. Villanueva Jr.
M. R. VILLANUEVA Jr.
Head of Agency