

REPUBLIC OF THE PHILIPPINES

EMPLOYEE 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

3. BUREAU OR OFFICE

RCRC, VISCA, Baybay, Leyte

SUC

4. DEPARTMENT/BRANCH/DIVISION

RCRC, VISCA

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT :

BOARD RES. /

ORD. NO

ITEM NO.

140-1

6b. PREV. APPROP. :

ACT/BOARD RES. :

/ORD. NO.

ITEM NO.

7a. SALARY :

AUTHORIZED :

ACTUAL :

:

119,400.00/ann.

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Assoc. Prof. IV

9. WORKING OR PROPOSED TITLE

Assoc. Prof. IV

10. WAGE 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

/ /

/ /

/ /

/ /

/ /

/ /

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

Percent of

Working Time :

30%

1. Act as Study Leader of the research entitled: Regional Testing of Promising Coconut Hybrids/cultivars; Utilization of organic sources of fertilizer for banana under coconut

25%

2. Act as extension co-project leader of "Product development and promotion" and co-study leader of exhibits of Coconut Technologies under the RCRC extension Program No. VEX.CO3.2

20%

3. Act as project in-charge of RCRC Coconut Nursery.

15%

4. Prepare R & D proposal related to coconut breeding and improvement

10%

5. Perform other RCRC related activities as may be assigned by the Director.

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

Director, NCRC Director, CORDEX

16. NAMES, TITLE AND ITEM NO. OF THOSE YOU ARE DIRECTLY SUPERVISE (If more than 7).
List only by their Item Nos. and Titles)

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK
Triple beam balance, calculator, oven, ballpen and etc.

18. CONTACTS	Occasional	Frequent	19. WORKING CONDITION	
General Public	X		Normal Working Condition	X
Other Agencies	X		Field Work	X
Supervisors		X	Field Trips	
Management			Exposed to Varied weather	X
Others (Specify)			Others (Specify)	

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

Nov. 27, 1995

Date

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 & extension services on all aspect 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.

23. 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 present incumbent. This item should be filled for all positions other than teaching.
Education: BS degree w/ specific area of specialization plus other requirement of the college.
Experience:

23.b. LICENCES OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

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

Date

Signature and Title of Immediate Supervisor

25. APPROVED

Date

Head of Agency