

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

DINGAL ALFREDO GAIOLA
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Philippine Root Crops Research & Training Center Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/ BP B1/g 131
BOARD RES.

ACT/ BP B1/g 80
BOARD RES.

AUTHORIZED P12,516.00 p.a.

ORD. NO.

ORD. NO.

ACTUAL P12,516.00 p.a.

ITEM NO. (Lump Sum)

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Science Research Assistant II

Science Research Assistant II

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

60%

1. To implement approved three research studies on cultural management and production of root crops.

20%

2. To prepare reports of the studies and project proposals covering cultural management and production aspects on root crops.

20%

3. To provide extension services pertaining the cultural management and production of root crops to farmers of the neighboring barangays;

To perform other functions which may be assigned by the Officer in Charge of the Center.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Officer in Charge, PRCRTC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

Calculator, stapler, meter stick, puncher, etc.

18. CONTACTS

Occasional

Frequent

General Public

: x :

: : :

Other Agencies

: x :

: : :

Supervisors

: : :

: x :

Management

: : :

: x :

Others (Specify)

: : :

: : :

19. WORKING CONDITION

Normal Working Condition

: x :

Field Work

: : :

Field Trips

: : :

Exposed to varied Weather

: : :

Others (Specify)

: : :

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

August 6, 1982
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 and coordinate the national research program on root crops in the Philippines.

22. Describe briefly the general function of the position.

To conduct research 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 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.

8-6-82

Date

EMMA S. DATA, Officer in Charge, PRCRTC

Signature and Title of Immediate Supervisor

25. APPROVED:

8-9-82

Date

F. A. BERNARDO

Head of Agency