

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. PRES. APPROP.

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ACT/

BOARD RES./

BOARD RES./

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ORD. NO.

ITEM NO. LS

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Asst. Professor III (Res/Ext)

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

DINGAL
(FAMILY NAME)

ALFREDO
(GIVEN NAME)

G.
(M.I)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Barbay, Leyte

7a. SALARY P.A.

; 7b. OTHER COMPEN-
SATION

AUTHORIZED

ACTUAL ₱62,412.00

9. WORKING OR PROPOSED TITLE

Asst. Professor III (Res/Ext)

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
Working
Time

40%

1. Implements approved researches on cultural management and 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.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Director, PRCRTC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
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. CONTACTS	Occasional	Frequent	19. WORKING CONDITION
General Public	: <u>x</u> :	: _____ :	Normal Working Condition : <u>x</u> :
Other Agencies	: <u>x</u> :	: _____ :	Field Work : _____ :
Supervisors	: _____ :	: <u>x</u> :	Field Trips : _____ :
Management	: _____ :	: <u>x</u> :	Exposed to varied Weather: _____ :
Others (Specify)	: _____ :	: _____ :	Others (Specify) : _____ :

20. I CERTIFY that the above answers are accurate and complete.
1-1-90
Date

ALFREDO C. DINGAL
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Top conduct research, instruction, training & extension services and coordinate the national research program on root crops in the Phils.

22. Describe briefly the general function of the position.
To implement approved research proposals/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.
MANUEL K. PALOMAR - Director
Signature and Title of Immediate Supervisor

25. APPROVED:
M. R. Villanueva
Date

M. R. Villanueva
Head of Agency