

|                                                                                        |                                                           |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 1. NAME OF EMPLOYEE<br>(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)                        |                                                           |
| 2. DEPARTMENT, CORPORATION/AGENCY/LOCAL GOV'T.<br>Visayas State College of Agriculture | 3. BUREAU OR OFFICE<br>Regional Coconut Research Center   |
| 4. DEPT./BRANCH DIVISION<br>Regional Coconut Research Center                           | 5. WORK STATION/PLACE OF WORK<br>Baybay, Leyte            |
| 6a. PREV. APPROP. BOARD RES. ORD. NO. ITEM NO. 175-3                                   | 6b. PREV. APPROP ACT. BOARD RES. ORD. NO. ITEM NO. 114-5  |
| 7a. SALARY P.A. AUTHORIZED ACTUAL P 49,092.00                                          | 7b. OTHER COMPENSATION none                               |
| 8. OFFICIAL DESCRIPTION OF POSITION<br>Instructor III (Res./Ext.)                      | 9. WORKING OR PROPOSED ITEM<br>Instructor III (Res./Ext.) |
| 10. WAPCO CLASSIFICATION OF POSITION                                                   | 11. OCCUPATIONAL GROUP TITLE<br>(Leave Blank)             |

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNITS AND UNIT 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. Conduct research on cultural mgt./crop improvement of coconut                                                          |
| 30%                     | 2. Conduct cultural studies of root crops under coconut                                                                   |
| 15%                     | 3. Participate in various training activities of the center on coconut production, management, processing and utilization |
| 10%                     | 4. Preparation of quarterly, mid-year, year-end and annual report                                                         |
| 15%                     | 5. Supervise laborers and research aides                                                                                  |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, RCRC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Research & Extension

16. NAMES, TITLES, AND ITEM NO. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7). list only by their item nos. and titles)

none

17. MACHINES, EQUIPMENTS, TOOLS, ETC. USED REGULARLY IN PERFORMANCE OF WORK

Triple beam balance, calculator, oven, ballpen, pencil and etc.

18. CONTACTS

Occasional frequent

General Public  
Other Agencies  
Supervisors  
Management  
Others (Specify)

|                                     |
|-------------------------------------|
| <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            |
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|                                     |
|-------------------------------------|
| <input type="checkbox"/>            |
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19. WORKING CONDITION

Normal Working Condition  
Field Work  
Field Trips  
Exposed to varied weather  
Other (Specify)

|                                     |
|-------------------------------------|
| <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            |
| <input type="checkbox"/>            |
| <input type="checkbox"/>            |
| <input type="checkbox"/>            |

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

3/4/92  
Date

ALFREDO G. DINGAL

Signature of Employee

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

To conduct research & extension services on all aspects 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

23a. Indicate the required qualifications by years and kind of education considered in filling a vacancy for this position. (Keep the position in mind rather than the 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 of the college

Experience:

23b. Licence or certificates required to do this works, if any.

none

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

Date

NEREITO P. PASCUAL - Director, RCRC

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA

Renewal 4-16-92