

REPUBLIC OF THE PHILIPPINES

EC-CR/ FORM NO. 1

(Position Description Form)

1. NAME OF EMPLOYEE

VESTRA JEREMIAS S.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

Regional Coconut Research Center

4. DEPARTMENT/BRANCH/DIVISION

Regional Coconut Research Center

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP. ACT : 6b. PREV. APPROP. : 7a. SALARY : 7b. OTHER COMPENSATION

BOARD RES./

ACT/BOARD RES. : AUTHORIZED :

ORD. NO :

/ORD. NO. :

ACTUAL :

ITEM NO. :

ITEM NO. :

LS :

LS :

8,874.00

ACA + PERA

8. OFFICIAL DESIGNATION OF POSITION

Science Research Assistant

9. WORKING OR PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION:

11. OCCUPATIONAL GROUP TITLE (Leave Blank)

2. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS'S CLASS

MUNICIPALITY / /

CITY / /

PROVINCE / /

1st

2nd

3rd

4th

5th

6th

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

Percent of Working Time :

30%

To do pollination work.

25%

To supervise field activities/data gathering.

25%

To compute data.

10%

To assist the study leader in progress report preparation.

10%

To do other jobs that may be assigned by the Study Leader or RCRC Director.

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

Study Leader

Center Director

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

None

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

Calculator, weighing scale, ruler, meter stick and 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 : x :
Exposed to Varied weather : x :
Others (Specify) : : :

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

Date

JAN. 8, 2001

JEREMIAS S. VESTRA

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 aspects of coconut for the benefit of

Visayan farmers of the region.

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.

To carry out the objectives of the study.

Required Qualification by years and kind of Education considered
for a vacancy of this position. (Keep the position in mind rather than
qualification of the present incumbent. This item should be filled for all
other than teaching.

BS degree with specific area of specialization plus other requirements
per BS of the college.
not required

23 b. LICENSES OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.
not required

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

Date

TESSIE C. NUNEZ - Study Leader
Signature and Title of
Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency