

REPUBLIC OF THE PHILIPPINES

EO-386 FORM NO. 1

(Position Description Form)

1. NAME OF EMPLOYEE

MALASAGA

EDRALIN

M.

(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

₱ 9,680.40

8. OFFICIAL DESIGNATION OF POSITION

Sci. Res. Asst.

9. WORKING OR PROPOSED TITLE

Sci. Res. Asst.

10. WAPCO 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

/ /

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

Percent of
Working Time :

50%

: Data gathering

30%

: Data computation and analysis

15%

: Supervise laborers

5%

: Others

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)
not required

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

Calculator, weighing scale, etc.

18. CONTACTS

Occasional Frequent

General Public : x : :
Other Agencies : x : :
Supervisors : : : x :
Management : : : x :
Others (Specify) : : : :

19. WORKING CONDITION

Normal Working Condition : :
Field Work : :
Field Trips : :
Exposed to Varied weather : x :
Others (Specify) : : :

I CERTIFY THAT the above answers are accurate and complete.

Dec. 10, 1997
Date

EDRALIN M. MALASAGA
Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

21. BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION.
To conduct research & extension activities on all aspects of coconut for the
benefit of Visayan farmers.

22. BRIEFLY THE GENERAL FUNCTION OF THE POSITION.
To gather data. To compute and analyze data
To supervise laborers.

23. a. 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
per QS of the college

Experience: not required

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

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

Date

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

25. APPROVED

Date

SAMUEL S. GO
Head of Agency