

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

1. NAME OF EMPLOYEE

DINGAL Alfredo D.
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION/AGENCY/LOCAL GOV'T)

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. PREV. APPROP.
BOARD RES.
ORD. NO.
ITEM NO. 140-1

6B. PREV. APPROP. ACT/
BOARD RES.
ORD. NO.
ITEM NO.

7a. SALARY P.A.
AUTHORIZED
ACTUAL

7b. OTHER COMPENSATION

107,400.00

8. OFFICIAL DESCRIPTION OF POSITION

Assoc. Prof. IV

9. WORKING OR PROPOSED ITEM

Assoc. Prof. IV

10. WAPCO CLASSIFICATION OF POSITION

11. OCCUPATIONAL GROUP TITLE
(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. Act as Study Leader of the research entitled: Regional Testing of Promising Coconut Hybrids/cultivars.

25%

2. Act as extension co-project leader of "Product development and promotion" and co-study leader of exhibits of Coconut Technologies" under the RCRC extension Program No. VEX.CO3.2

20%

3. Act as project in-charge of RCRC Coconut Nursery.

15%

4. Prepare R & D proposal related to coconut breeding and improvement

10%

5. Perform other RCRC related activities as may be assigned by the Director.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Director, RCRC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director, ODREx

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 and etc.

18. CONTACTS

Occasional Frequent

General Public

Other Agencies

Supervisors

Management

Others (Specify)

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19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied weather

Others (Specify)

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

NOV. 15, 1994

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 aspect 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 up a vacancy for this position. (Keep the position in mind rather than in 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 requirement
of the college.**

Experience:

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

none

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

Date

REBECCO M. SANTIAGO Director, RCRC

Signature and Title of
Immediate Supervisor

25. APPROVED:

Date

FEDERICO G. VILLAMAYOR, JR.
CIC Director, ODREx