

REPUBLIC OF THE PHILIPPINES
EO-649 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 : ₱ 8,874.00 : ACA + PERA

8. OFFICIAL DESIGNATION OF POSITION
Science Research Asst.

9. WORKING OR PROPOSED TITLE

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
/ / / / / /

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 laborer
5% :	Others

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

Study Leader

Center Director

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

None

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

Caloulator, weighing scale, ruler, etc.

18. CONTACTS

Occasional Frequent

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

19. WORKING CONDITION

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

I CERTIFY THAT the above answers are accurate and complete.

Date January 8, 2001

EDRALIN M. MALASAGA
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 activities on all aspects of coconut for the benefit of
Visayan farmers.

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.

To gather data, compute, analyze data and 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.

BS degree w/ specific area of specialization plus other requirements per
OS 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