

REPUBLIC OF THE PHILIPPINES : 1. NAME OF EMPLOYEE  
BC-CSC Form No. 1 : DINGAL ALFREDO CAIOLA  
(POSITION DESCRIPTION FORM) : (FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/ : 3. BUREAU OR OFFICE  
LOCAL GOVERNMENT :

VISAYAS STATE COLLEGE OF AGRICULTURE :

4. DEPT./BRANCH/DIVISION : 5. WORK STATION/PLACE OF WORK

Philippine Root Crops Research & Training Center  
Baybay, Leyte

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

ACT/ BP Blg. 230 : ACT/ : : :  
BOARD RES./ : BOARD RES./ : AUTHORIZED P14,532p.a. : cola

ORD. NO. : ORD. NO. : ACTUAL : :  
ITEM NO. Lump Sum : ITEM NO. : P14,532.00 p.a. :

8. OFFICIAL DESIGNATION OF POSITION : 9. WORKING OR PROPOSED TITLE

Science Research Specialist : Science Research Specialist

10. WAPCO CLASSIFICATION OF THIS POSITION : 11. OCCUPATIONAL GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'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 : DUTIES

Working :  
Time :

40% : 1. Implements approved research studies on cultural amangement and production of root crops;

40% : 2. Prepares reports on his studies and project propsals covering production aspects and other related projects on root crops;

20% : 3. Performs other duties that the PRORTC Director may assign from time to time.



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

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).  
Director, PRGTC Director of Research

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
None

18. CONTACTS  
Occasional Frequent  
Oven, growth chamber, refrigerator, weighing scales, T-square, calculator, etc.  
General Public : : : : Normal Working Condition : :  
Other Agencies : : : : Field Work : :  
Supervisors : : : : Field Trips : :  
Management : X : : : Exposed to varied Weather : X :  
Others (Specify) : X : : : Others (Specify) : X :  
X

19. WORKING CONDITION

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

4/3/84  
Date

Signature of Employee  
ALFREDO C. DINCAL

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

22. Describe briefly the general function of the position.  
To conduct research, instruction, training and extension services and coordinate the national research program on root crops in the Philippines.

23a. Indicate the required qualifications by years and degree or the production record in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education:  
Experience:

23b. Licenses or certificates required to do this work, if any, plus other requirements per QS of the College.

24. I hereby certify that the above answers are accurate and complete.

None

4-3-84  
Date

Signature and Title of Immediate Supervisor  
EMILIANA N. BERNARDO, Officer in Charge, PRGTC

25. APPROVED:

4-3-84  
Date

Signature  
Head of Agency