

1. NAME OF EMPLOYEE
: BALLAD MARIO E.
: (Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE
: National Coconut Research Center, VISCA

4. DEPARTMENT/BRANCH/DIVISION

National Coconut Research Center-V

5. WORK STATION/PLACE OF WORK

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. :
x : x :
x : x :

8. OFFICIAL DESIGNATION OF POSITION

Assoc. Professor IV

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

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

Percent of
Working Time :

30% : Conduct research on cultural management/crop improvement
of coconut

10% : Conduct extension activities on exhibits and other RCRC activities

30% : Facilitate and act as trainer in various training activities to
coconut farmers on coconut production, management and processing
and utilization of coconut by products.

10% : Making reports either quarterly, mid-year, year-end and
annual.

10% : Supervision of laborers, research assistants and aides.

10% : Entertain and brief official visitors of the center.

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

Center Director

Director, ODRD

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

Computer, meter stick, weighing scale, and etc.

18. CONTACTS

19. WORKING CONDITION

Occasional Frequent

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

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

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

MARIO E. BALIAD

Signature of Employee

Date

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.

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.
To conduct research on the establishment & maintenance of a coconut genebank in Visca. Handle lab. subject in Horticulture.

23. Indicate the 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 requirements per QS of the college.

Experience:

23.b. LICENCES OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

none

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

Date

ROBERTO C. GUARTE

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN
Head of Agency