

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Science Research Assistant	
2. ITEM NUMBER NONE LS		3. SALARY GRADE SG-9	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		6. BUREAU OR OFFICE OVPREI-ATR, VSU, Visca, Baybay City	
7. DEPARTMENT / BRANCH / DIVISION OVPREI-ATR, VSU, Visca		8. WORKSTATION / PLACE OF WORK Baybay City	
9. PRESENT APPROP ACT BOARD RES./ ORD. NO ITEM NO.	10. PREVIOUS APPROP ACT ACT/BOARD RES./ ORD.NO. ITEM NO.	11. SALARY AUTHORIZED Php19,593/mo.	12. OTHER COMPENSATION PERA & ACA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Editor		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
NONE		NONE	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Desktop Computer, Printer, Calculator, Stapler, Scissor, etc.			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Occasional	Frequent	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Take charge in the protection, transfer and commercialization of technologies generated by VSU and other member agencies.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Acts as Editorial Assistant of the Annals of Tropical Research Journal of VSU.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
College Graduate	None required	None required	None

21e. Core Competencies

Competency Level
Exemplifying Integrity and Professionalism
Delivering Service Excellence
Interpersonal Skills
Flexibility
Record Management
Computer Skills
Basic
Basic
Basic
Basic
Basic
Basic

21f. Leadership Competencies


Competency Level
Attention to Detail
Achievement Orientation
Communication Skills
Basic
Basic
Basic


22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
50%	Acts as Editorial Assistant of the Annals of Tropical Research Journal.	(Indicate the required Competency Level here)
30%	Assists the Editorial Board in the production of the ATR Journal (article review, proofreading, editing, presswork)	
10%	Facilitates the day-to-day operations of the ATR office (i.e., local and foreign correspondence, manage journal financial matters)	
5%	Assists in the maintenance of the ATR website	
5%	Assists in accreditation activities of the university	

23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.


KIMBERLY V. CAINGCOY
Employee's Name, Date and Signature


VICTOR B. ASIO
Supervisor's Name, Date and Signature