

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			3. SALARY GRADE SG-9		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
☐ Province ☒ City ☐ Municipality		☒ 1st Class ☐ 2nd Class ☐ 3rd Class ☐ 4th Class		☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
Visayas State University			OVPREI-ATR, VSU, Visca, Baybay City		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
OVPREI-ATR, VSU, Visca			Baybay City		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
BOARD RES./ ORD. NO ITEM NO.		ACT/BOARD RES./ ORD.NO. ITEM NO.		Php18,784/mo.	
				PERA & ACA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Editor			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	
Executive / Managerial		☐		☒	
Supervisors		☐		☒	
Non-Supervisors		☐		☒	
Staff		☐		☒	
17b. External		Occasional		Frequent	
General Public		☒		☐	
Other Agencies		☒		☐	
Others (Please Specify):					
18. WORKING CONDITION					
Office Work		☒		☐	
Field Work		☐		☐	
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	Basic
Delivering Service Excellence	Basic
Interpersonal Skills	Basic
Flexibility	Basic
Record Management	Basic
Computer Skills	Basic

21f. Leadership Competencies	Competency Level
Attention to Detail	Basic
Achievement Orientation	Basic
Communication Skills	Basic

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	(Indicate the required Competency Level here)
50%	Acts as Editorial Assistant of the Annals of Tropical Research Journal.	
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