

**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**

**3. SALARY GRADE**

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**

STATE, UNIVERSITY & COLLEGES

VISAYAS STATE UNIVERSITY

**7. DEPARTMENT / BRANCH / DIVISION**

**8. WORKSTATION / PLACE OF WORK**

Central Analytical Services Laboratory

VSU, BAYBAY CITY, LEYTE

**9. PRESENT APPROP ACT**

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

N/A

N/A

P23,226.00

ACA/PERA P2,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

SCIENCE RESEARCH SPECIALIST II

CASL-IN CHARGE

**15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED**

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

**16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK**

Microwave Plasma Atomic Emission Spectroscopy, pH meter, Microwave Digester, Nitrogen Digester and Distiller, Centrifuge, Oven and Furnace

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

**17a. Internal**

**Occasional**

**Frequent**

**17b. External**

**Occasional**

**Frequent**

Executive / Managerial

☐

☐

General Public

☐

☐

Supervisors

☐

☐

Other Agencies

☐

☐

Non-Supervisors

☒

☐

Others (Please Specify):

Staff

☒

☐

**18. WORKING CONDITION**

Office Work

☒

☐

Other/s (Please Specify)

Field Work

☒

☐

**19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION**

Conduct chemical and physical analysis for Research, VSU-students and Non-VSU Students, farmers etc.

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

Conduct chemical and physical analysis in soil, organic and tissue samples. Help maintain laboratory equipment and apparatuses as well as the laboratory.

**21. QUALIFICATION STANDARDS**

**21a. Education**

**21b. Experience**

**21c. Training**

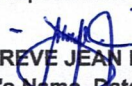

**21d. Eligibility**

Bachelor's degree relevant to the job

1 year relevant experience

4 hrs of relevant training



21e. Core Competencies		Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office		2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction		2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;		2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results		2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.		2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues		1
21f. Functional Competencies		Competency Level
1. Use of Information and Communications Technology(ICT) -Implements the effective identification, selection, acquisition, developemnt, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective dlivery of services by ensuirmg responsiveness to the needs of stakeholder		1
2. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment		2
3. Administrative Services Management - Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the unversity in general and of the different offices/colleges/departments/centers in particular		2
4.Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined obnjectives		
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with intended direction of achieving the set goals and objectives.		1
6. Research and Extension Management - Prepares research and extension proposals and knowledgeable in the implementation and management of research and extension projects.		1
7. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
50%	1. To perform chemical and physical analysis works in the laboratory.	1
15%	2.To assist in the conduct of research studies on the development and/or improvement of related chemical analysis works in support to R & D program of the university.	1
15%	3. To keep records and help maintain laboratory equipment and apparatuses as well as the laboratory.	1
10%	4. To help keep records of the laboratory income and other related activities.	1
10%	5. To perform other related tasks assigned by the supervisor.	1
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.		
 <b>NOREVE JEAN M. AGAD</b> 6/9/25 Employee's Name, Date and Signature		 <b>JAMES A. PATINDOL</b> 6/9/25 Supervisor's Name, Date and Signature