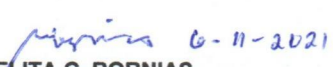



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Science Research Assistant	
2. ITEM NUMBER		3. SALARY GRADE	
		SG-9	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL 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		6. BUREAU OR OFFICE	
Visayas State University		Department of Horticulture, VSU, Baybay City, Leyte	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Department of Horticulture, VSU		VSU, Baybay City, Leyte	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY	12. OTHER
		Php 19,593.00/mo	PERA & ACA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER	
Professor		Department Head	
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	
NONE		NONE	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Pruning Shear, Scalpel blade, Laminar Flow hood, Microwave oven, Heavy duty Gas Stove, Digital weighing scale, Calculator, Computer & Printer			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ornamental growers/enthusiasts & florists
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trainings/Workshop
Laboratory work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Responsible for the implementation, care & maintenance, data gathering, analysis & making of project reports. Propagate ornamental plants by tissue culture, cuttings & other means. Assists in the marketing/selling of plants, stage decoration & supervised laborers			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Responsible for the establishment , maintenance and production of the projects.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
With units of Master of Science in Horticulture	27 years in service at VSU as Science Research Assistant of the Department of Horticulture and Graduate Reasearch Assistant of ViSCA- GTZ project	Attended Trainings and Workshop	N/A
21e. Core Competencies			Competency Level
Exemplifying Integrity and Professionalism			2
Delivering Service Excellence			2
Interpersonal Skills			2
Flexibility			2
Record Management			2
Computer Skills			2
21f. Leadership Competencies			Competency Level
Communication Skills			N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
20%	1. Responsible for the conduct/implementation of research project on National Cooperative Testing for Solanaceous	2	
20%	2. Take charge for the data gathering, analysis and making of reports.		
25%	3. Propagate ornamental crops through tissue culture & other means; assists the ornamental manager & laborers in potting/ repotting, marketing of plants & making monthly reports.		
20%	4. Maintain the ornamental Tissue Culture Laboratory & nursery.		
10%	5. Supervised laborers.		
5%	6. Does other tasks the superiors may assigned.		
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.			
 NELITA C. BORNIAS Employee's Name, Date and Signature		 GLORIA E. BANCALE Supervisor's Name, Date and Signature	