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**
L/S (CONTRACTUAL)	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	OFFICE OF THE PRESIDENT

7. DEPARTMENT / BRANCH / DIVISION	**8. WORKSTATION / PLACE OF WORK**
DEPARTMENT OF HORTICULTURE	VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT	**10. PREVIOUS APPROP ACT**	**11. SALARY AUTHORIZED**	**12. OTHER COMPENSATION**
		P21,200	ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**
HEAD, DOH	DEAN, COLLEGE OF AGRICULTURE AND FOOD SCIENCE

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

DESKTOP COMPUTER

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

	Occasional	Frequent			
Office Work	☐	☑	Other/s (Please Specify)		
Field Work	☑	☐			

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

Provides support services to the DOH Head

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

Responsible in establishment, care and maintainance of the Porject, Gather data,collate, analyze data method, submit periodic reports and supervise laborers.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job	1 year of relevant Experience	4 hours of Relevant training	None Required

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	1

21f. Functional Competencies	Competency Level
1. 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 university in general and of the different offices/colleges/departments/centers in particular	1
2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.	1
3. Use of Information and Communications Technology (ICT) - Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.	1
4. 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	1
5. Research Management - Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
30%	1.Responsible in the establishment, care and maintenance of the research project.	1
40%	2. Gather, collate and analyze data method.	1
20%	3. Make and submit periodic reports	1
10%	4. Supervise laborers and do other routine works that maybe assigned.	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.

GENEVIVE A. VILLAMOR,6/14/2024
Employee's Name, Date and Signature

ROSARIO A. SALAS, 06/14/2024
Supervisor's Name, Date and Signature