



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) Science Research Assistant	
2. ITEM NO.: N/A		3. SALARY GRADE : 9	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input checked="" type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT STATE UNIVERSITY and COLLEGES		6. BUREAU OR OFFICE VSU, Baybay City, Leyte	
7. DEPARTMENT/BRANCH/DIVISION DEPARTMENT OF HORTICULTURE		8. WORKSTATION/PLACE OF WORK VSU , Baybay City, Leyte	
9. PRES, APPROP ACT N/A	1. PREV. APPROP ACT N/A	11. SALARY AUTHORIZED P 21,211.00	12. OTHER ACA PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Instructor, DOH		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Department Chairman, DOH	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED none			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Laminar flowhood, microwave oven, heavy duty gas stove, computer, printer, calculator, pruning shear, scalpel blade, digital weighing scale, scissor			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Occasional	Frequent	Occasional	Frequent
Executive/Managerial Supervisors Non Supervisors Staff	() (X) (X) (X)	(X) (X) (x) (x)	General Public Other Agencies Others (Please specify: University Offices, <u>ornamental</u> <u>grower</u> <u>/enthusiasts</u>
			() (x) () (x)
18. WORKING CONDITION			
Office Work Field Work		(x) (X) Other/s (Please Specify) <u>Laboratory</u>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Take charge for the implementation, care & maintenance, data gathering, analysis, propagation, marketing, collection and remittance of ornamental sales and making of project reports			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Responsible for the conduct, care and maintenance, data gathering, analysis of data and making research reports on National Cooperative Testing for Solanaceous Crops			

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
With units in Master of Science in Horticulture	31 years in service at VSU as Science Research Assistant of the Department of Horticulture and Graduate/Research Assistant of ViSCA-GTZ project	Attended relevant training, conferences and workshop	N/A
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, 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, behavior and style appropriately in dealing with change.			1
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues			
21f. FUNCTIONAL COMPETENCIES (refer – competency mapping appropriate to position –delete this after filling up)			Competency Level
N/A			N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) (Competency Level
25% 1. Conduct/implementation of research project on National Testing for Solanaceous crops			2
25% 2. Data gathering, analysis and presentation of project reports			2
25% 3. Propagation, marketing, collection, remittance of ornamental sales, and submit financial reports and stage decoration			2
15% 4. Entertain Clients, and maintain tissue culture and ornamental nursery.			
5% 5. Supervise laborers			2
5% 6. Performs other related tasks the superiors may assigned from time to time			2
			(2)
23. ACKNOWLEDGMENT AND ACCEPTANCE			
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.			
 NELITA C. BORNIAS Employee's Name, Date and Signature		 GLORIA E. BANCALE Supervisor's Name, Date and Signature	