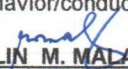| Republic of the Philippines<br>**POSITION DESCRIPTION FORM**<br>**DBM-CSC Form No. 1**<br>(Revised Version No. 1 , s. 2017) | **1. POSITION TITLE (as approved by authorized agency)** with parenthetical title |
|---|---|
| | **SCIENCE RESEARCH ASSISTANT** |

| **2. ITEM NUMBER** | **3. SALARY GRADE** |
|---|---|
| | 9 |

**4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS**

| | | | | | |
|---|---|---|---|---|---|
| ☐ Province | ☐ 1st Class | ☐ 5th Class |
| ✓ City | ☐ 2nd Class | ☐ 6th Class |
| ☐ Municipality | ☐ 3rd Class | ☐ Special |
| | ☐ 4th Class | |

| **5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT** | **6. BUREAU OR OFFICE** |
|---|---|
| VISAYAS STATE UNIVERSITY | NCRC-Visayas |

| **7. DEPARTMENT / BRANCH / DIVISION** | **8. WORKSTATION / PLACE OF WORK** |
|---|---|
| NCRC-Visayas | VSU, BAYBAY CITY, LEYTE |

| **9. PRESENT APPROP ACT** | **10. PREVIOUS APPROP ACT** | **11. SALARY AUTHORIZED** | **12. OTHER COMPENSATION** |
|---|---|---|---|
| | | P18,784 .00 | ACA/PERA P2,000.00 |

| **13. POSITION TITLE OF IMMEDIATE SUPERVISOR** | **14. POSITION TITLE OF NEXT HIGHER SUPERVISOR** |
|---|---|
| Associate Professor III | NCRC Director |

**15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED**
*(if more than seven (7) list only by their item numbers and titles)*

| POSITION TITLE (N/A) | ITEM NUMBER (N/A) |
|---|---|

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

Computer, logbook, calculator

**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 Research and Extension on Coconut Technologies in the Visayas.

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

Provides support services to the Instruction, Research and extension functions of the unit.

**21. QUALIFICATION STANDARDS**

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|---|---|---|---|
| Completion of 2 years studies in college | None Required | None Required | Career Service(Sub professional) First Level Eligibility |

| 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. 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. 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 |
| 4. 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 |
| 5. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. | 1 |

## 22.  STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

| Percentage of Working Time | (State the duties and responsibilities here:) | Competency Level |
|---|---|---|
| 20% | 1.   Assist the project/study leader in the implementation of Research Development, Extension and Production activities of the section | 1 |
| 10% | 2.  Supervise the laborers in implementing the activities of the section and the NCRC-V germplasm | 1 |
| 20% | 3.   Supervise  in data collection, analyze and prepare reports | 1 |
| 20% | 4. Supervise in the production of Biological Control Agent (parasitoids) for coconut pest | 1 |
| 20% | 5. Do laboratory analysis | 1 |
| 10% | 6. Assist in coconut pest monitoring and management | 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.

| EDRALIN  M. MALASAGA | MARIO E. BALIAD |
|---|---|
| Employee's Name, Date and Signature | Supervisor's Name, Date and Signature |