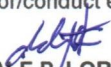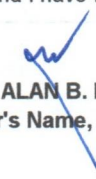| Republic of the Philippines **POSITION DESCRIPTION FORM** **DBM-CSC Form No. 1** (Revised Version No. 1 , s. 2017)	**1. POSITION TITLE (as approved by authorized agency) with parenthetical title** **Science Research Assistant**

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 VISAYAS STATE UNIVERSITY	**6. BUREAU OR OFFICE** Philippine Root Crop Research & Training Center

7. DEPARTMENT / BRANCH / DIVISION Philippine Root Crop Research & Training Center	**8. WORKSTATION / PLACE OF WORK** VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT	**10. PREVIOUS APPROP ACT**	**11. SALARY AUTHORIZED** P20,402.00	**12. OTHER COMPENSATION** ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR PROFESSOR	**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR** 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	ITEM NUMBER

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

LAPTOP, DESKTOP COMPUTER, PRINTER

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

data management

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

desktop

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	1

21f. Functional Competencies	Competency Level
1. Use of Information and Communications Technology(ICT) -Implements the effective identification, selection, acquisition, developemnt, utlization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective dlivery of services by ensuirng 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 - Devlops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the unviersity in general and of the different offices/colleges/departments/centers in particular	1
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)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
50%	1. To develop and maintain databases for PhilRootcrops germplasm collection, GIS mapping and other computerization	1
20%	2. To maintain and update the PhilRootcrops webpage	1
20%	3. To maintain the PhilRootcrops computer units and other computer related equipment	1
10%	4. To do other jobs that may be assigned by the direct supervisor and the Center Director	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.

DALE P. LORETO
Employee's Name, Date and Signature

ALAN B. LORETO
Supervisor's Name, Date and Signature