
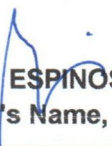


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		AGRICULTURAL TECHNICIAN I			
2. ITEM NUMBER		3. SALARY GRADE			
AGT 1 - 1 - 2002		SG-6			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality <input 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 checked="" type="checkbox"/> Special					
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
Visayas State University		Visayas State University			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
Institute of Tropical Ecology and Environmental Management		VSU, Baybay City, Leyte			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY	12. OTHER COMPENSATION		
		P 15, 524.00	ACA PERA P 2000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
DIRECTOR, ITEEM		DEAN, CFES			
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		NA			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Computer, Printer, Camera					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Managerial		<input type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Staff		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):		Students			
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Implements Instruction, Research and Extension functions of the university.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Provision of support services to the Instruction, Research and Extension functions of the university.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None required	None required	First level eligibility
21e. Core Competencies			Competency Level
Exemplifying Integrity and Professionalism			1
Delivering Service Excellence			1
Interpersonal Skills			1
Flexibility			1
Record Management			1
Computer Skills			1
21f. Leadership Competencies			Competency Level
Attention to Detail			1
Achievement Orientation			1
Communication Skills			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
20%	Prepares draft communication and other documents for and in behalf of the director and project leaders.	2	
20%	Entertains clients and stakeholders and ensure that their concerns are acted to by faculty concerned and helps facilitate the implementation of Instruction and RDE programs of the institute.	2	
20%	Encodes instructional materials, project brochures and other related materials necessary for Instruction and RDE programs of the institute.	2	
20%	Maintains the databank and compilations of Instruction and RDE programs of the institute.	2	
10%	Provides support services and take charge in running the operation of the department even in the absence of the Director.	2	
10%	Performs other related tasks as maybe assigned from time to time.	2	
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">  ODELO B. BALDOS, Nov. 17, 2020 Employee's Name, Date and Signature </div> <div style="text-align: center;">  ELIZA D. ESPINOSA, Nov. 17, 2020 Supervisor's Name, Date and Signature </div> </div>			