## 1. POSITION TITLE (as approved by authorized agency) Republic of the Philippines with parenthetical title POSITION DESCRIPTION FORM DBM-CSC Form No. 1 SCIENCE RESEARCH ASSISTANT (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE LS 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/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY AND COLLEGES VISAYAS STATE UNIVERSITY 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK NARC VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION N.A N.A ACA/PERA P2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR PROJECT/STUDY LEADER 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** 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK COMPUTER, LABORATORY EQUIPMENT, ETC. 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Frequent Occasional 17b. External Occasional Frequent Executive / Managerial General Public Supervisors Other Agencies Non-Supervisors 1 Others (Please Specify): Staff 1

Other/s (Please Specify)

Provides support services to the Instruction, Research and extension.

18. WORKING CONDITION

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

Office Work

Field Work

Delivering Service Excellence - Cotisfaction  Communication Savy - Effectively Interpersonal relationship managed clients, and work well in a team of Change Adaptation - Works effectively and style appropriately in Gender-responsive management atted problems  21f. Functional Competer Administrative Services Management atted problems  Ocuments and Records Management and the material and human, in order to be different offices/colleges/department of the university which are licies, transactions and effective medicies, transactions and effective medicies and methodology to arrive to the university which are licies, transactions and effective medicies and methodology to arrive to the university which are licies, transactions and effective medicies and methodology to arrive to the university which are licies, transactions and effective medicies and methodology to arrive to the university which are licies, transactions and effective medicies and methodology to arrive to the university and the university and effective medicies and methodology to arrive to the university and effective medicies. Waste Management-Implements when the university adherence to national and the uni	None Required  None Required  Sectionalism - demonstrates high standards of alues, and standards of public office complies with VSU's established standard delivers messages that simply focus on frement - Effectively communicates and into achieve results tively with a variety of people and situation dealing with change.  Promotes gender equality and women the complete section of the compl	s of service delivery for customer  acts or information; eracts with colleagues, customers  ns and adapts one's thinking, empowerment to address gender-  d mobilizes and manages resources, ets of the university in general and of ement standards related to the cycle per documentation of government results by applying appropriate ment effective identification, selection, ance with the mandate of the unit, siveness to the needs of stakeholder.  ation, collection, disposal through 9003 that lead to cleaner and greener el standards.  hnical Competencies)	Competency Level  Competency Level
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ACKNOWLEDGMENT AN	ND ACCEPTANCE:		
I have received a copy or performance and behavior.	f this position description. It has b conduct expectations contained h	peen discussed with me and I have perein.	e freely chosen to comply