Republic of the Philippines

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)	EDUCATION RESEARCH ASSISTANT 1			
2. ITEM NUMBER	3. SALARY GRADE			
	9			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GO	OVERNMENTAL UNIT AND CLASS			
☐ City ☐ 2nd ☐ 3rd (☐	Class			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE			
VISAYAS STATE UNIVERSITY	OFFICE OF THE DIRECTOR FOR INSTRUCTION AND EVALUATION			
7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK			
OFFICE OF THE DIRECTOR FOR INSTRUCTION AND EVALUATION	VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED 12. OTHER			
	P19, 593.00 ACA/PERA P2,000.00			
13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
DIRECTOR FOR INSTRUCTION AND EVALUATION	VICE PRESIDENT FOR ACADEMIC AFFAIRS			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUF				
(if more than seven (7) list only b	by their item numbers and titles)			
POSITION TITLE	ITEM NUMBER			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK 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):			
18. WORKING CONDITION				
Office Work	Other/s (Please Specify)			
Field Work	Carona (i lease opeoliy)			
40. PRICE PERCEIPTION OF THE PERCEIPTION				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Spearhead on the implementation, planning and monitoring of teaching performance evaluation by students, class				
observation of faculty by unit heads, planning of the curricu	ulum & instructional material development.			

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

Manages the teaching performance evalution by students, monitor the employability & placements of graduates and assist in reviewing the curriculum proposals.

21. QUALIFICATION STANDARDS				
21a. Education	21b. Experience	21c. Training	21d. Eligibility	
Completion of 2 years studies in college	1 year relevant experience	4 hrs of relevant training	Career Service (Subprofessional)1ST Level	
21e. Core Competenci		of another in all high a single address to	Competency Level	
Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			1	
Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			1	
Communication Savy - Effectively delivers messages that simply focus on facts or information;		1		
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			1	
Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.		1		
Gender-responsive management - Promotes gender equality and women empowerment to address gender- related problems			1	
21f. Functional Compet			Competency Level	
	ment- Develops programs and projects, a		1	
both material and human, in order t the different offices/colleges/depart	o fully achieve the set objectives and targ ments/centers in particular	ets of the university in general and of		
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		
 Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives 			1	
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.			1	
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 the intended direction of achieving the set goals and objectives.			1	
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level	

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
25%	Involves in the review of curriculum proposals	1
25%	Monitors the employability and placement of graduates	1
25%	Manages the teaching performance evaluation by students	1
15%	Experience either as executive assistant or in the preparation or evaluation of curricular offerings	1
10%	Perform other duties assigned by the Supervisors	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.

AIDA L. ESTRERA 1/10/22

Supervisor's Name, Date and Signature

MA. RACHE

Employee's Name, Date and Signature