



**REPUBLIC OF THE PHILIPPINES  
JOB DESCRIPTION FORM**

1. POSITION TITLE (as authorized by DBM)

Senior Science Research Specialist

2. ITEM NO.: PCCB-SRSRS-3-2016

3. SALARY GRADE: 19

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

( ) provincial  
( ) city  
( ) municipality

( ) 1<sup>st</sup> class  
( ) 2<sup>nd</sup> class  
( ) 3<sup>rd</sup> class  
( ) 4<sup>th</sup> class

( ) 5<sup>th</sup> class  
( ) 6<sup>th</sup> class  
( ) Special

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Philippine Carabao Center

6. BUREAU OR OFFICE

7. DEPARTMENT/BRANCH/DIVISION

8. WORKSTATION/PLACE OF WORK

VSU, VisCA Baybay City, Leyte

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Center Director

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

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

Computer, digital weighing scale, printer

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal

Occasional

Frequent

Executive/Managerial  
Supervisors  
Non Supervisors  
Staff

( )  
( )  
( )  
( )

( x )  
( x )  
( x )  
( x )

17b. External

Occasional

Frequent

General Public  
Other Agencies  
Others (Please specify:  
Farmers

( x )  
( x )  
( )

( )  
( )  
( x )

18. WORKING CONDITION

Office Work

( x )

Other/s (Please Speciy)

Field Work

( x )

Laboratory

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

Development of Research Proposals and Implements approved research programs

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

- Develops research proposals for funding consistent with the Section's priorities
- Implement approved research programs and project within her discipline/ expertise
- Establish research collaboration with the institutions, scientist groups and private groups.
- Communicates the result of research in the form of scientific journal publication, scientific paper and poster presentation and other appropriate media.
- Submit reports required by her immediate supervisor

21. QUALIFICATON STANDARDS

21a. Education

21b. Experience

21c. Training

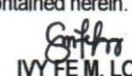
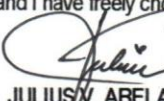
21d. Eligibility

Bachelor's degree relevant to the job

2 years of relevant experience

8 hours of relevant training

Career Service( Professional) Second  
Level Eligibility)

|   |  |
|---|--|
| <b>21e. CORE COMPETENCIES</b>   | <b>Competency Level</b>  |
| 1. <b>Exemplifying Integrity</b><br>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules  | 1  |
| 2. <b>Delivering Service Excellence</b><br>Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.   | 1  |
| 3. <b>Solving Problems and Making Decisions</b><br>Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | 1  |
| <b>21f. ORGANIZATIONAL COMPETENCIES</b>   | <b>Competency Level</b>  |
| 1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.  | 1  |
| 2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials  | 1  |
| 3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work   | 1  |
| 4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.  | 1  |
| 5. <b>Planning &amp; Delivering</b> – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.  | 1  |
| 6. <b>Managing information</b> - Collects, organizes & maintains data.  | 1  |
| <b>21g. TECHNICAL COMPETENCIES</b>  | <b>Competency Level</b>  |
| Provides support in the management and supervision of PCC at Visayas State University   | 1  |
| <b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>  | <b>Competency Level</b>  |
| <b>22a. Records Management</b><br>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.  |  |
| 1. Spearhead the performance data gathering, recording and reporting for the animals in the institutional herd, assuring data integrity and conformance to the Genetic Improvement (GIP) guidelines set by the PCC Main Office  | 1  |
| 2. Prepares the annual plan, budget as well as accomplishment reports   | 1  |
| 3. Maintains office records by sorting, binding and filing the same for efficient reference, search and retrieval.  | 1  |
| 4. Collects/issues official receipts of sales of PCC  |  |
| <b>22b. Information Technology.</b><br>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.                                       | 1  |
| 1. Encodes the performance, recording and reporting for the animals in the institutional herd, assuring data integrity and conformance to the Genetic Improvement (GIP)   | 1  |
| 2. Recording and encoding of institutional data for GIP and monthly report databases  |  |
| <b>22c. Perform other related tasks as may be assigned from time to time</b>  |  |
| 22c 1 Provides technical assistance of PCC-VSU's clients in terms of dairy carabao production and management  | 1  |
| 22c 2 Assist in the conduct of trainings and orientation of farmers, visitors and clients of PCC-VSU  |  |
| 22c 3 Act as PCC regional correspondent   | 1  |
|   | 1  |
| <b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>  |  |
| I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.  |  |
| <br><u>IVY FE M. LOPEZ</u><br>Employee's Name, Date and Signature  | <br><u>JULIUS V. ABELA</u><br>Supervisor's Name, Date and Signature |