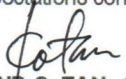
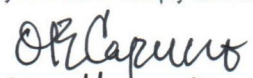


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) FARM WORKER II	
2. ITEM NO.: FAWK2-6-1998		3. SALARY GRADE : 4	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VSU, Baybay City, Leyte	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
			ACA PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
STUDY LEADER		DEPARTMENT HEAD	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
SHOVEL, FARMING TOOLS, ETC.			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	()	()	General Public
Supervisors	(X)	(x)	Other Agencies
Non Supervisors	(X)	(x)	Others (Please specify:
Staff	(X)	(x)	Admin Offices
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Specify)	
Field Work	()		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
CARETAKER OF THE VARIETAL TESTING ON WHITE, YELLOW AND SPECIAL TYPE OF CORN.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
THE OFFICE IS INVOLVED IN SEED PRODUCTION, PROCESSING, AND DISTRIBUTION OF HIGH YIELDING OPEN-POLLINATED WHITE AND YELLOW CORN VARIETIES.			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	C S (Subprofessional)1 ST Level
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

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, 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, behavior and style appropriately in dealing with change.	1
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues	
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Maintain cleanliness of the surroundings in the designated area.	1
2. Involved in planning and organizing of the date of planting corn and production marketing.	1
	1
	2
	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) (Competency Level
1. Perform in lay-outing of the planting plan, planting and fertilizer application.	2
2. Perform weeding, harvesting and sun drying of corn.	2
3. Incharge in the collection of data and post storage of the corn seeds.	2
	2
	2
	2
23. ACKNOWLEDGMENT AND ACCEPTANCE	
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  ROLAND Q. TAN, 2/13/2020 Employee's Name, Date and Signature </div> <div style="text-align: center;">  Dr. Othello B. Capuno 2/13/2020 Supervisor's Name, Date and Signature </div> </div>	