

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  Science Research Assistant																											
<b>2. ITEM NUMBER</b>  NONE		<b>3. SALARY GRADE</b>  9																											
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div style="width: 30%;"> <input checked="" type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>																													
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  Visayas State University		<b>6. BUREAU OR OFFICE</b>  OVPREI-ATR, VSU, Visca, Baybay City																											
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  OVPREI-ATR, VSU, Visca		<b>8. WORKSTATION / PLACE OF WORK</b>  Baybay City																											
<b>9. PRESENT APPROP ACT</b> BOARD RES./ ORD. NO ITEM NO.	<b>10. PREVIOUS APPROP ACT</b> ACT/BOARD RES./ ORD.NO. ITEM NO.	<b>11. SALARY AUTHORIZED</b> Php20,402/mo.	<b>12. OTHER COMPENSATION</b> PERA & ACA																										
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Editor		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Vice President																											
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <i>(if more than seven (7) list only by their item numbers and titles)</i> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">POSITION TITLE</th> <th style="width: 50%;">ITEM NUMBER</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">NONE</td> <td style="text-align: center;">NONE</td> </tr> </tbody> </table>				POSITION TITLE	ITEM NUMBER	NONE	NONE																						
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<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Desktop Computer, Printer, Calculator, Stapler, Scissor, etc.																													
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 25%;">17a. Internal</th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> <th style="width: 25%;">17b. External</th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>Executive / Managerial Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Non-Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Staff</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Others (Please Specify): _____</td> <td></td> <td></td> </tr> </tbody> </table>						17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): _____		
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<b>18. WORKING CONDITION</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tbody> <tr> <td style="width: 30%;">Office Work</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td rowspan="2">Other/s (Please Specify)</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>						Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input type="checkbox"/>																	
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<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  Take charge in the protection, transfer and commercialization of technologies generated by VSU and other member agencies.																													

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

Acts as Editorial Assistant of the Annals of Tropical Research Journal of VSU.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
College Graduate	None required	None required	None

21e. Core Competencies	Competency Level
Exemplifying Integrity and Professionalism	Basic
Delivering Service Excellence	Basic
Interpersonal Skills	Basic
Flexibility	Basic
Record Management	Basic
Computer Skills	Basic


21f. Leadership Competencies	Competency Level
Attention to Detail	Basic
Achievement Orientation	Basic
Communication Skills	Basic

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	(Indicate the required Competency Level here)
50%	Acts as Editorial Assistant of the Annals of Tropical Research Journal.	
30%	Assists the Editorial Board in the production of the ATR Journal (article review, proofreading, editing, presswork)	
10%	Facilitates the day-to-day operations of the ATR office (i.e., local and foreign correspondence, manage journal financial matters)	
5%	Assists in the maintenance of the ATR website	
5%	Assists in accreditation activities of the university	

**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.

  
KIMBERLY V. CAINGCOY  
Employee's Name, Date and Signature

  
VICTOR B. ASIO  
Supervisor's Name, Date and Signature