Republic of the Philippines POSITION DESCRIPTION FORM

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

DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)		SCIENCE AIDE			
2. ITEM NUMBER			3. SALARY GRADE		
g 1998, I yon siagrand garang at yong pangkang		casa na canada canata a cinada a 30% cha dapara gandara a 1			
4. FOR LOCAL GOVERNM	MENT POSITION,	ENUMERATE (GOVERNMENTAL UNIT /	AND CLASS	
☐ Province		∏ 1st	Class	☐ 5th Class	
☑ City ☐ 2nd		d Class Cth Class			
☐ Municipality ☐ 3rd		Class Special Special			
			Commence of the second		
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VICAYAC STATE UNI	IVERSITY AND CO	OLLEGES	VISAYA	S STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
NARC (Special representation of the second o			VSU, BAYBAY CITY, LEYTE		
9 PRESENT APPROP ACT	10. PREVIOUS AP	PROP ACT	11. SALARY AUTHOR	IZED 12 OTHER COMPENSATION	
N.A	N.A		ban ejeuneko sveirbe el bat bila espastarradorra 176 histo	ACA/PERA P2,000.00	
10. POSITION TITLE OF I	MMEDIATE SUPE	RVICOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
PROJECT/STUDY LEADER			DIRECTOR		
15. POSITION TITLE, AND					
7.00		even (7) list only	y by their item numbers an		
	TION TITLE	thest time? Make	ITEM NUMBER		
16. MACHINE, EQUIPMEN	T, TOOLS, ETC.,	USED REGULA	ARLY IN PERFORMANCI TORY EQUIPMENT, ETC	E OF WORK	
17. CONTACTS / CLIENTS			TORT EQUIFMENT, ETC		
17a. internai	Occasional	Frequent	17b. External	Occasional Frequent	
Executive / Managerial	of bell 1 raised	gong aci 🔲 bee	General Public	2092 - L Assis	
Supervisors Non-Supervisors		the tert! His a	Other Agencies	2792010	
Staff		H	Others (Please Specify):		
18. WORKING CONDITION	i e e e e e e e e e e e e e e e e e e e				
Office Work	V	V	Other/s (Please Specify)	(180608)	
Field Work					
19. BRIEF DESCRIPTION	OF THE GENERA	L FUNCTION C	OF THE UNIT OR SECTION	מכ	
			Instruction, Research and		
		rogs holistralist	THE TWINGSTAMPHORNING		

	ON OF THE GENERAL FUNCTION C		
	les support services to the Instruction	Research and extension function	s of the unit.
21. QUALIFICATION ST 21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	The state of the s	None Required	210. Engionity
21e. Core Compete	encies	i j	Competency Level
. Exemplifying Integrity and P	rofessionalism - demonstrates high standards ciples, values, and standards of public office	of professional behaviour, adhering	Competency Level
. Delivering Service Excellence atisfaction	ee - Complies with VSU's established standar	ds of service delivery for customer	ionive A []
. Communication Savy Effor	tively delivers messages that simply fecus en	facts or information;	este enverse (Tillians)
. Interpersonal relationship m nd clients, and work well in a	anagement - Effectively communicates and in team to achieve results	teracts with colleagues, customers	a serve i se abelig parite. A
ehaviour and style appropriate			er samt vom allered
elated.problems.	ment - Promotes gender equality and women	empowerment to address gender-	CONTRACTOR SALVA SEL
21f. Functional Con			Competency Level
oth material and human, in on ne different offices/colleges/de	agement- Develops programs and projects, and der to fully achieve the set objectives and targ partments/centers in particular nagement- Applies and adapts records management	ets of the university in general and of	
Documents and Necolus Ma			
f records in the university whice officies, transactions and effections.	ch are conducted to achieve adequate and pro- tive management of the university operations.	per documentation of government	
f records in the university whico olicies; transactions and effect. Critical Thinking and Problem trategies and methodology to	th are conducted to achieve adequate and pro- tive management of the university operations. In Solving - Analyzes, computes, and interprets arrive at sound decisions in a learning environ	per documentation of government seresults by applying appropriate ment	
records in the university which plicies; transactions and effect Critical Thinking and Problem rategies and methodology to a Use of Information and Company puisition, development, utilized at will result to efficient and earth.	th are conducted to achieve adequate and pro- tive management of the university operations. In Solving - Analyzes, computes, and interprets	per documentation of government s results by applying appropriate ment e effective identification, selection, dance with the mandate of the unit,	
records in the university which it is a contract of the contra	the are conducted to achieve adequate and pro- tive management of the university operations. In Solving - Analyzes, computes, and interprets arrive at sound decisions in a learning environ munications Technology (ICT)- Implements the ation, and protection of technologies. In accordificative delivery of services by ensuring respon- ments and ensures the effective waste segreg	per documentation of government seresults by applying appropriate ment e effective identification, selection, dance with the mandate of the unit, naiveness to the needs of ation, collection, disposal through	
records in the university which records in the university which places, transactions and effect of critical Thinking and Problem rategies and methodology to a Use of Information and Company of the company of the critical will result to efficient and efficient efficient and efficient ef	the are conducted to achieve adequate and pro- tive management of the university operations. In Solving - Analyzes, computes, and interprets arrive at sound decisions in a learning environ munications Technology (ICT)- Implements the ation, and protection of technologies. In according frective delivery of services by ensuring respon- ments and ensures the effective waste segreg approximation and environment in accordance with Republic Act to national and international sanitation and poil	per documentation of government s results by applying appropriate ment e effective identification, selection, dance with the mandate of the unit, nsiveness to the needs of ation, collection, disposal through 9003 that lead to cleaner and ution level standards.	Competency Level
records in the university which frecords in the university which blicies, transactions and effect Critical Thinking and Problem rategies and methodology to a Use of Information and Company of the Use of Information and Company of the Use of Information and Company of Information and Infor	the are conducted to achieve adequate and pro- tive management of the university operations. In Solving - Analyzes, computes, and interprets arrive at sound decisions in a learning environ munications Technology (ICT)- Implements the ation, and protection of technologies. In accordificative delivery of services by ensuring respon- ments and ensures the effective waste segreg	per documentation of government seresults by applying appropriate ment se effective identification, selection, dance with the mandate of the unit, posiveness to the needs of selection, disposal through 9003 that lead to cleaner and ution level standards.	Competency Level
records in the university which records in the university which places, transactions and effect of critical Thinking and Problem rategies and methodology to a Use of Information and Commodularition, development, utilizate will result to efficient and evaluation and evaluation of the places of th	the are conducted to achieve adequate and pro- tive management of the university operations. In Solving - Analyzes, computes, and interprets arrive at sound decisions in a learning environ munications Technology (ICT)- Implements the ation, and protection of technologies. In accordance has ensuring respon- ments and ensures the effective waste segreg empowerment in accordance with Republic Act to national and international sanitation and poil ITIES AND RESPONSIBILITIES (Tec	per documentation of government results by applying appropriate ment e effective identification, selection, dance with the mandate of the unit, nsiveness to the needs of ation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) expensibilities here:) extension proposals related to	Competency Level
records in the university whice dicies; transactions and effect critical Thinking and Problem at egies and methodology to a Use of Information and Comparisition, development, utilizate will result to efficient and easternoider. Waste Management-Implementation and easternoiders awareness	the are conducted to achieve adequate and protive management of the university operations. In Solving - Analyzes, computes, and interprets arrive at sound decisions in a learning environ munications Technology (ICT)- Implements the ation, and protection of technologies. In accordance with environments and ensures the effective waste segregate management in accordance with Republic Act on ational and international sanitation and poil TIES AND RESPONSIBILITIES (Technologies). 1. Assists in crafting research and entire management and entire the duties and research and entire the conditional and international sanitation and poil to the duties and research and entire the duties and entire the d	per documentation of government results by applying appropriate ment e effective identification, selection, dance with the mandate of the unit, nsiveness to the needs of ation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) expensibilities here:) extension proposals related to and other natural fibers	POSE STANDA PRANCES RECEIVANTE STANDA RECEIVANTE STANDA RECEIVANTE STANDA RECEIVANTE STANDA RECEIVANTE STANDA RECEIVANTE STANDA
records in the university which records in the university which licies; transactions and effect critical Thinking and Problem rategies and methodology to a Use of Information and Comquisition, development, utilizate will result to efficient and eakeholder. Waste Management- Implementation and eakeholders' awareness and engener University adherence to the STATEMENT OF DUP Percentage of Working Time 20%	the are conducted to achieve adequate and protive management of the university operations. In Solving - Analyzes, computes, and interprets arrive at sound decisions in a learning environ munications Technology (ICT)- Implements the ation, and protection of technologies. In according to the delivery of services by ensuring response ments and ensures the effective waste segregational and international sanitation and political political and international sanitation and political services in crafting research and exprocessing and utilization of abaca.	per documentation of government seresults by applying appropriate ment eleffective identification, selection, dance with the mandate of the unit, nativeness to the needs of ation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) extension proposals related to and other natural fibers and extension activities on	Competency Level
records in the university which records in the university which places; transactions and effect critical Thinking and Problem rategies and methodology to a Use of Information and Computation, development, utilized at will result to efficient and elakeholder. Waste Management-Implemakeholders' awareness and evener University adherence to Percentage of Working Time 20%	the are conducted to achieve adequate and profitive management of the university operations. In Solving - Analyzes, computes, and interprets arrive at sound decisions in a learning environ munications Technology (ICT)- Implements the ation, and protection of technologies. In accordance with Republic Act or national and international sanitation and poil TIES AND RESPONSIBILITIES (Technologies). 1. Assists in crafting research and a processing and utilization. 2. Assists in conducting research and abaca processing and utilization.	per documentation of government seresults by applying appropriate ment se effective identification, selection, dance with the mandate of the unit, dance with the mendate of the unit, dance with the	POSE STATE OF THE

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.

ABEGAIL B. VILLAMOR Jun. 14, 2024 Employee's Name, Date and Signature

ROMEL B. ARMECIN Jun. 14, 2024 Supervisor's Name, Date and Signature