

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
(Revised Version No. 1, s. 2017)

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

Science Research Assistant

2. ITEM NUMBER

LS

3. SALARY GRADE

9

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

- ☐ Province
☒ City
☐ Municipality

- ☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

- ☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

STATE, UNIVERSITY & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

Philippine Root Crop Research & Training Center

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P22,219.00

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

PROFESSOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DIRECTOR

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

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

POSITION TITLE

ITEM NUMBER

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

oven, electric mixer, refrigerator, gas stove, plastic sealer, water heater, computer, cooking utensils

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

☐☐

General Public

☐☐

Supervisors

☐☐

Other Agencies

☐☐

Non-Supervisors

☒☐

Others (Please Specify):

Staff

☒☐

18. WORKING CONDITION

Office Work

☒☐

Other/s (Please Specify)

Field Work

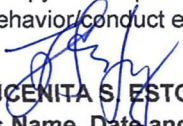

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19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Product development production of rootcrop base product

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

develop and produce rootcrop based food products

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job	1 year relevant experience	4 hrs of relevant training	
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. 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, and 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, behaviour and style appropriately in dealing with change.			2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			1
21f. Functional Competencies			Competency Level
1. Use of Information and Communications Technology(ICT) -Implements the effective identification, selection, acquisition, developemnt, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder			1
2. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment			2
3. Administrative Services Management - Devlops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the univarsity in general and of the different offices/colleges/departments/centers in particular			1
4.Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined obbjectives			
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 intended direction of achieving the set goals and objectives.			1
6. Research and Extension Management - Prepares research and extension proposals and knowledgeable in the implementation and management of research and extension projects.			1
7. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
50%	1. To assist the project leader in the conduct of food product development research		1
15%	2. To mass produce cassava cookies & other rootcrop based products		1
15%	3. To serve as Resource person during trainings & other extension activities		1
10%	4. To implement income generating projects on rootcrop-based products		1
10%	5. To maintain the food processing laboratory		1
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  LUCENITA S. ESTOY Employee's Name, Date and Signature </div> <div style="text-align: center;">  LADIE ANNE P. CONDE Supervisor's Name, Date and Signature </div> </div>			