

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		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		6. BUREAU OR OFFICE					
VISAYAS STATE UNIVERSITY		NCRC-Visayas					
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK					
NCRC-Visayas		VSU, BAYBAY CITY, LEYTE					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION				
N/A	N/A	P 21,211.00	ACA/PERA P2,000.00				
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR					
Instructor I		NCRC 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 Laborers		ITEM NUMBER (N/A)					
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK							
Computer, logbook, calculator							
17. CONTACTS / CLIENTS / STAKEHOLDERS							
17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent
Executive / Managerial Supervisors		☐	☐	General Public		☐	☐
Non-Supervisors		☒	☐	Other Agencies		☐	☐
Staff		☒	☐	Others (Please Specify):			
18. WORKING CONDITION							
Office Work		☒	☐	Other/s (Please Specify)			
Field Work		☐	☐				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION							
Conduct Research and Extension on Coconut Technologies in the Visayas.							
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)							
Provides support services to the Instruction, Research and extension functions of the unit.							
21. QUALIFICATION STANDARDS							
21a. Education		21b. Experience		21c. Training		21d. Eligibility	
Completion of 2 years studies in college		None Required		None Required		Career Service(Sub professional) First Level Eligibility	

21e. Core Competencies		21f. Functional Competencies		22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		23. ACKNOWLEDGMENT AND ACCEPTANCE:	
Competency Level	2	17. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office	1. Administrative Services Management - Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular	Competency Level	1	1. Assist the project/study leader in the implementation of Research Development, Extension and Production activities of the section	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.
	2	2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	2. Documents and Records Management - Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.		1	2. Supervise the laborers in implementing the activities of the section	
	2	3. Communication Savvy - Effectively delivers messages that simply focus on facts or information;	3. 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		1	3. Gather data, analyze and prepare reports; and	
	2	4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	4. Use of Information and Communications Technology (ICT) - Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, stakeholder.		1	4. Does other activities as required by the supervisors	
	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.	5. Waste Management - Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.	Competency Level	1		
	2	6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues.			1		

Employee's Name, Date and Signature		Supervisor's Name, Date and Signature	
JERREL ANN L. LAGITAO		JOVANNEMAR P. ANIRE	