

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>SCIENCE RESEARCH SPECIALIST I</div>		
<div>2. ITEM NUMBER</div> <div>SRAS1-1-2013</div>			<div>3. SALARY GRADE</div> <div>13</div>		
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>					



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Diagnosis, indexing, and identification of plant diseases and its causal pathogens. Regular maintenance and calibration of laboratory instruments, equipment, and glasswares. Assists the laboratory in-charge in the overall activities of the VSU Plant Disease Diagnostic Laboratory.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job (preferably Plant Pathology)	At least 1 year of relevant experience in research related to work position (preferably with skills in molecular plant pathology; DNA Analysis and Polymerase Chain Reaction)	None Required	Career Service (Professional) Second Level Eligibility
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. 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			2
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.			3
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. Level-2			2
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, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholders			2
5. Quality Assurance- Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies.			2
6. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management			2
7. Research Management- Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies			2
8. Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.			2
9. 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.			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
25%	1. Does initial diagnosis of plant disease specimens submitted to the laboratory by any clientele.		2
25%	2. Does DNA analysis of plant pathogens like Phytoplasma, viruses (ABTV/BBTV), fungi, and bacteria.		2
20%	3. Regular maintenance and calibration of laboratory instruments, equipment, and glass wares.		2
10%	4. Prepares materials needed in the laboratory, such as sterilized glasswares, pipette tips, eppendorf tubes, buffers, and chemical reagents		2
15%	5. Does important administrative work such as filing of records, preparing purchase requests and vouchers, and assisting in the processing of laboratory documents		2
5%	6. Assists the laboratory in-charge in the overall activities of the VSU Plant Disease Diagnostic Laboratory.		2
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.			
JOY ADELINE N. CADALIN, 05 December 2022		ROBELYN T. PIAMONTE, 05 December 2022	
Employee's Name, Date and Signature		Supervisor's Name, Date and Signature	