



<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>  <b>Science Research Assistant</b>	
<b>2. ITEM NUMBER</b>  LS		<b>3. SALARY GRADE</b>  9	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  Philippine Root Crop Research & Training Center	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  Philippine Root Crop Research & Training Center		<b>8. WORKSTATION / PLACE OF WORK</b>  VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP ACT</b>  N/A	<b>10. PREVIOUS APPROP ACT</b>  N/A	<b>11. SALARY AUTHORIZED</b>  P19,593.00	<b>12. OTHER COMPENSATION</b>  ACA/PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  PROFESSOR		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  DIRECTOR	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  LAPTOP, DESKTOP COMPUTER, PRINTER			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b> Executive / Managerial Supervisors Non-Supervisors Staff	Occasional <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Frequent <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>17b. External</b> General Public Other Agencies Others (Please Specify): _____
		Occasional <input type="checkbox"/> <input type="checkbox"/>	Frequent <input type="checkbox"/> <input type="checkbox"/>
<b>18. WORKING CONDITION</b>			
Office Work Field Work	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Other/s (Please Specify)
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  data management			



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
desktop			
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 - 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 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 develop and maintain databases for PhilRootcrops germplasm collection, GIS mapping and other computerization		1
20%	2. To maintain and update the PhilRootcrops webpage		1
20%	3. To maintain the PhilRootcrops computer units and other computer related equipment		1
10%	4. To do other jobs that may be assigned by the direct supervisor and the Center Director		1
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.			
 <b>DALE P. LORETO</b> Employee's Name, Date and Signature		 <b>ALAN B. LORETO</b> Supervisor's Name, Date and Signature	