



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			
<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			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE Philippine Root Crop Research & Training Center	
7. DEPARTMENT / BRANCH / DIVISION Philippine Root Crop Research & Training Center		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT N/A	10. PREVIOUS APPROP ACT N/A	11. SALARY AUTHORIZED P19,593.00	12. OTHER COMPENSATION 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 computer, DSLR, camera			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal 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"/>	17b. External General Public Other Agencies Others (Please Specify): _____
18. WORKING CONDITION Office Work Field Work		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION technology dissemination, training of clientele			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
documents and facilitates the research, development & extension activities of PhilRootcrops			
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 dlivery 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 unviersity 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 obnjectives			
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:)		
20%	1. Documents the research, development and extension activities of PhilRootcrops	1	
20%	2. Prepares IEC materials of technologies used for extension activities	1	
20%	3. Prepares the necessary reports and accomplishments of the center	1	
15%	4. Assists in maintaining the PhilRootcrops webpage, social media and other online platforms	1	
15%	5. Facilitates the needs of visitors or clients of the center	1	
10%	6. Performs other duties assigned by the supervisors.	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.			
 MIKAELA M. GONGORA Employee's Name, Date and Signature		 MARLON M. TAMBIS Supervisor's Name, Date and Signature	