
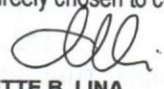
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) <div style="text-align: center;">Farm Worker II</div>	
2. ITEM NO.: VISCAD-FAW2-3-1998		3. SALARY GRADE: 4	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class <input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>		6. BUREAU OR OFFICE <div style="text-align: center;">VSU, Baybay</div>	
7. DEPARTMENT/BRANCH/DIVISION <div style="text-align: center;">DEPARTMENT OF SOIL SCIENCE</div>		8. WORKSTATION/PLACE OF WORK <div style="text-align: center;">VSU, Baybay</div>	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED P 145,860.00	12. OTHER ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">College Dean</div>	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None			
16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK <div style="text-align: center;">Grass cutter, soft and hard broom & other cleaning materials</div>			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors Non Supervisors Staff	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
			<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
			<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
18. WORKING CONDITION			
Office Work Field Work	<input type="checkbox"/> <input checked="" type="checkbox"/>	Other/s (Please Specify) _____	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To provide students with knowledge, skills and techniques for understanding the soil as important resource. To provide research leadership in soil fertility, chemistry, biology, conservation and pedology.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Prepare the field for summer practicum classes & experiments. Establish & maintain demonstration field trials & other field activities.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary school graduate	None required	None required	None required

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. ORGANIZATIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. Managing information - Collects, organizes & maintain data.	1
21g. TECHNICAL COMPETENCIES	Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. Performs assigned field activities such as the following; a. Plowing, harrowing, weeding b. Maintain irrigation treatment c. Offbarring, priming, drying, shelling d. Harvesting of rice, mungbean, corn & other crops e. Cleaning dikes/levees/borders, etc.	1
22 b. Incharge in taking care of the a(s) fieldwork a. Pasturing	1
22 c. Additional tasks aside from fieldwork a. Washing of glasswares of SRTPAL	1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 ROSALITO A. PUGOY Employee's Name, Date and Signature	 SUZETTE B. LINA Supervisor's Name, Date and Signature