

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 <p style="text-align: center;">Science Research Assistant</p>		
2. ITEM NUMBER			3. SALARY GRADE		
			SG-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 checked="" 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			6. BUREAU OR OFFICE		
Visayas State University			ViCARP-VSU, Baybay City, Leyte		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
Visayas Consortium for Agriculture., Aquatic and Natural Resources Program (ViCARP)			VSU, Baybay City, Leyte		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
				Php 18,784.00/mo PERA & ACA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Vice President			President		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
NONE			NONE		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Desktop Computer, Laptop, Cameras, Printer, Calculator, Stapler, etc.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Managerial		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Others (Please Specify):					
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Other/s (Please Specify)					
Trainings/Wrokshop					
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Take charge in the collaboration, management of R&D in Eastern Visayas, protection, transfer and commercialization of technologies generated by VSU and other member agencies.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Takes charge of the Knowledge Management and Capability Building activities of the consortium			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of Master Degree in Language Teaching	12 years in service at VSU as Science Research Assistant and Knowledge Management Coordinator for ViCARP	Attended Trainings and Workshop	Civil Service Sub Professional
21e. Core Competencies			Competency Level
Exemplifying Integrity and Professionalism Delivering Service Excellence Interpersonal Skills Flexibility Record Management Computer Skills			2
			2
			2
			2
			2
21f. Leadership Competencies			Competency Level
Attention to Detail Achievement Orientation Communication Skills			N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		2
25%	1. Takes charge/coordinates the development and production of applied communication materials in support of consortium flagship programs.		
25%	2. Assists in the coordination of applied communication activities		
20%	3. Acts as the recording secretary of the Region Eight Applied Communication Task Force (REACTF)		
10%	4. Assists the RCTU Coordinator in the monitoring and documentation of consortium activities/project.		
5%	5. Takes care of the Scientific Literature Services (SLS) of the		
5%	6. Updates the database of popularized R and D information.		
10%	8. Does other tasks the superiors may assigned.		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <u>ELMERA Y. BAÑOC / 11/24/20</u> Employee's Name, Date and Signature </div> <div style="width: 45%; text-align: center;"> <u>OTHELLO B. CAPUNO / 11/24/20</u> Supervisor's Name, Date and Signature </div> </div>			