

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 NONE		3. SALARY GRADE 9	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
☐ Province ☒ City ☐ Municipality		☒ 1st Class ☐ 2nd Class ☐ 3rd Class ☐ 4th Class	
		☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		6. BUREAU OR OFFICE OVPREI-ATR, VSU, Visca, Baybay City	
7. DEPARTMENT / BRANCH / DIVISION OVPREI-ATR, VSU, Visca		8. WORKSTATION / PLACE OF WORK Baybay City	
9. PRESENT APPROP ACT BOARD RES./ ORD. NO ITEM NO.	10. PREVIOUS APPROP ACT ACT/BOARD RES./ ORD.NO. ITEM NO.	11. SALARY AUTHORIZED Php20,402/mo.	12. OTHER COMPENSATION PERA & ACA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Editor		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice 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, Printer, Calculator, Stapler, Scissor, etc.			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial Supervisors Non-Supervisors Staff	☐ ☐ ☐ ☐	☒ ☒ ☒ ☒	General Public Other Agencies Others (Please Specify): _____
☒ ☐			
18. WORKING CONDITION			
Office Work Field Work	☒ ☐	☐ ☐	Other/s (Please Specify)
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Take charge in the 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)

Acts as Editorial Assistant of the Annals of Tropical Research Journal of VSU.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
College Graduate	None required	None required	None

21e. Core Competencies

Exemplifying Integrity and Professionalism
Delivering Service Excellence
Interpersonal Skills
Flexibility
Record Management
Computer Skills

Competency Level

Basic
Basic
Basic
Basic
Basic
Basic

21f. Leadership Competencies

Attention to Detail
Achievement Orientation
Communication Skills

Competency Level

Basic
Basic
Basic

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
50%	Acts as Editorial Assistant of the Annals of Tropical Research Journal.	(Indicate the required Competency Level here)
30%	Assists the Editorial Board in the production of the ATR Journal (article review, proofreading, editing, presswork)	
10%	Facilitates the day-to-day operations of the ATR office (i.e., local and foreign correspondence, manage journal financial matters)	
5%	Assists in the maintenance of the ATR website	
5%	Assists in accreditation activities of the university	

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.


KIMBERLY V. CAINGCOY
Employee's Name, Date and Signature


VICTOR B. ASIO
Supervisor's Name, Date and Signature