



<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>			<b>3. SALARY GRADE</b>		
N/A			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 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	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
VISAYAS STATE UNIVERSITY			DEPARTMENT OF HORTICULTURE, VSU, BAYBAY CITY, LEYTE		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DEPARTMENT OF HORTICULTURE			VSU, BAYBAY CITY, LEYTE		
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	
N/A		N/A		P 21,211.00	
				PERA & ACA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
INSTRUCTOR			DEPARTMENT HEAD		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
(if more than seven (7) list only by their item numbers and titles)					
Laborer			N/A		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
Laminar flow hood, microwave oven, heavy duty gas stove, calculator, pruning shears, scalpel blade, digital weighing scale, calculator, computer & printer.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	
Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ornamental growers/enthusiasts	
<b>18. WORKING CONDITION</b>					
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory work	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
Take charge for the implementation, care & maintenance, data gathering, analysis and making project reports. Assists in the maintenance of ornamental Tissue culture laboratory & nursery, marketing/selling ornamental plants, stage decoration & supervised laborers.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Responsible for the conduct/implementation, care & maintenance, data gathering, analysis & making research reports on National Cooperative Testing for Solanaceous Crops.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
With units in Master of Science in Horticulture	29 years in service at VSU as Science Research Assistant of the Department of Horticulture and Graduate/Research Assistant of Visca-GTZ project.	Attended Trainings and Workshop	N/A
21e. Core Competencies			Competency Level
Exemplifying Integrity and Professionalism			2
Delivering Service Excellence			2
Interpersonal relationship management			2
Flexibility			2
Record Management			2
Computer Skills			1
21f. Leadership Competencies			Competency Level
Communication Skills			N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
20%	Responsible for the conduct/implementation of research project on National Testing for Solanaceous crops	2	
25%	Take charge for the data gathering, analysis and making reports	2	
25%	Propagate ornamental crops through tissue culture & other means, help in potting/repotting, selling ornamental plants, stage decoration, make & submit financial reports of ornamental project	2	
15%	Maintain the ornamental Tissue Culture Laboratory & nursery	2	
10%	Supervised laborers	2	
5%	Do other tasks the superiors may assigned	2	
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>NELITA C. BORNIAS, 6/10/2023</b> Employee's Name, Date and Signature		 <b>GLORIA E. BANCALE, 6/13/2023</b> Supervisor's Name, Date and Signature	