

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 SPECIALIST 1

2. ITEM NUMBER

SRAS1-1-2013

3. SALARY GRADE

13

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

STATE UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

PLANT DISEASE DIAGNOSTIC LABORATORY

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

32,870.00

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

HEAD, PDDL

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VP, RESEACH, EXTENSION AND INNOVATION

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

LAPTOP, CAMERA, COMPOUND MICROSCOPE, DISSECTING MICROSCOPE, LAMINAR FLOW HOOD, OVEN

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

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

Provides support services to the Instruction, Research and extension.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Offers plant disease diagnostic services.

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

21c. Training

21d. Eligibility

Bachelor's degree relevant  
to the job (preferably Plant  
Pathology)

none required

none required

Career Service (Professional)  
Second Level Eligibility

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. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular		1
2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.		1
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives		1
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.		1
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 the intended direction of achieving the set goals and objectives.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
75%	1. Acts as liaison to farmers, researchers and other clientele a. Travels to farmer's field to perform an assessment and initial diagnosis of disease when necessary, and collects specimens for laboratory confirmation of diagnosis b. Does initial diagnosis of plant disease specimens submitted to the laboratory by any clientele c. Prepares materials needed in the laboratory, such as sterilized glasswares, pipette tips, eppendorf tubes, buffers, culture media and chemical reagents d. Does NA Analysis of plant pathogens e. Makes diagnostic report	1
15%	2. Performs technical and administrative functions a. Acts as deputy Data and Records Controller of the laboratory b. Prepares reports with regard to the activities and accomplishments of the laboratory within the prescribed period c. Prepares maintenance and calibration plan d. Submits instruments and equipment for calibration e. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions	1
10%	3. Performs other functions, among others: a. Assists the unit head in the preparation of research/extension proposals b. Attends scientific fora and trainings related to the overall functions of the laboratory c. Performs other functions assigned by the unit head, Vice - President of REI, and the University President	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.		
MARIEL L. LEBIOS, November 4, 2024 Employee's Name, Date and Signature		ROBELYN T. PIAMONTE, November 4, 2024 Supervisor's Name, Date and Signature