

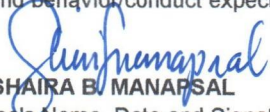
Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Agricultural Technician I	
2. ITEM NUMBER		3. SALARY GRADE	
AGT1-1-2002		6	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE 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		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		OFFICE OF THE PRESIDENT	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
	N/A	16,887.00	ACA/PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
DIRECTOR, ITEEM		DEAN, CFES	
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	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, printer, laptop, projector, calculator			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors	☒	☐	General Public
Non-Supervisors	☐	☒	Other Agencies
Staff	☐	☒	Others (Please Specify): admin offices
18. WORKING CONDITION			
Office Work	☐	☒	Other/s (Please Specify)
Field Work	☒	☐	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
To serve as an effective vehicle in tropical ecology for environmental restoration and protection as well as economic upliftment through relevant curricular offerings, generation of appropriate knowledge and technologies and establishment of linkages with concerned agencies locally and internationally.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To responsibly serve as administrative and support personnel, research and extension worker for the Visayas State University, thru the Institute of Tropical Ecology and Environmental Management.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	NONE REQUIRED	NONE REQUIRED	Career Service(Subprofessional) First 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 Savvy - 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.Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.			1
3. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment .			1
4. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives.			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
21g. Technical Competencies			Competency Level
Provides support and technical services for ITEEM faculty and staff.			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		
50%	1. Performs research and/or extension functions, among others the following: a. Provides support services and assistance in the operation of the research and extension functions of the Institute, and performs other related tasks as may be assigned from time to time.		2

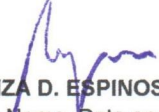
40%	2. Performs general administrative and support services, among others the following: a. Entertains clients and stakeholders and ensures that their concerns are acted to by faculty concerned and helps facilitate the implementation of Instruction and RDE programs of the institute; b. Provides support services and assistance in the operation of the administrative function of the Institute, and performs other related tasks as may be assigned from time to time; c. Maintains the databank compilations of RDE materials; d. Actively participates in the Institute's monthly and emergency meetings; e. Receives and facilitates concerns, and/or requests of CFES MS/BS students.	2
10%	3. Performs program and institutional accreditation services, among others the following: a. Ensures that all QMS core processes of the university are complied with in the performance of his functions as support staff. b. Prepares required documents and complies all the requirements as prescribed in the accreditation tools.	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.


SHAIRA B. MANAPSAL

Employee's Name, Date and Signature


ELIZA D. ESPINOSA

Supervisor's Name, Date and Signature