

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

Science Aide

2. ITEM NUMBER

LS

3. SALARY GRADE

4

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, UNIVERSITY & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

Philippine Root Crop Research & Training Center

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P16,209.00

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Professor

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DIRECTOR

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

computer, weighing scale

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

varietal improvement, production and quality planting materials and roots/tubers

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

develop improved taro varieties, production of roots and quality planting materials

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience



21c. Training

21d. Eligibility

Bachelor's degree relevant to the job

1 year relevant experience

4 hrs of relevant training

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. Use of Information and Communications Technology(ICT) -Implements the effective identification, selection, acquisition, developemnt, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective dlivery of services by ensuring responsiveness to the needs of stakeholder		1
2. 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		2
3. 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 unviersity in general and of the different offices/colleges/departments/centers in particular		1
4.Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives		
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 intended direction of achieving the set goals and objectives.		1
6. Research and Extension Management - Prepares research and extension proposals and knowledgeable in the implementation and management of research and extension projects.		1
7. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
30%	1.To assist in the field maintenance of PhilRootcrops gabi & minor rootcrops germplasm; assist in the collection of additional accessions	1
20%	2.To assist in the conduct of experiments related to rootcrops germplasm conservation & the evaluation & characterization of gabi & minor rootcrops germplasm	1
15%	3.To make report & assist in the preparation of reports & presentations by the project leader	1
15%	4.Assists in the pre - hybridization/breeding & progeny evaluation of gabi	1
10%	5.To perform care & maintenance of gabi breeding nurseries like weeding, spraying replanting etc.	1
5%	6.To help set-up progeny trials & evaluation of experiments	
5%	7.Weeding/watering/irrigating of experimental plots	1
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;"> <div style="text-align: center;">  RESA M. DACERA Employee's Name, Date and Signature </div> <div style="text-align: center;">  JOY C. CODOG Supervisor's Name, Date and Signature </div> </div>		