



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b>		<b>1. POSITION TITLE (as approved by authorized agency)</b> <b>with parenthetical title</b> <b>EDUCATION RESEARCH ASSISTANT</b>	
<b>2. ITEM NUMBER</b> <b>VISCAB-EDRA1-2-1998</b>		<b>3. SALARY GRADE</b> <b>9</b>	
<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 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/</b> <b>LOCAL GOVERNMENT</b> <b>VISAYAS STATE UNIVERSITY</b>		<b>6. BUREAU OR OFFICE</b> <b>Office of the Dean of Graduate School</b>	
<b>7. DEPARTMENT / BRANCH / DIVISION</b> <b>Office of the Dean of Graduate School</b>		<b>8. WORKSTATION / PLACE OF WORK</b> <b>VSU, BAYBAY CITY, LEYTE</b>	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b> <b>P19,592.98</b>	<b>12. OTHER COMPENSATION</b>
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> <b>DEAN, Office of the Graduate School</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> <b>Vice President for Academic Affairs</b>	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <i>(if more than seven (7) list only by their item numbers and titles)</i>			
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> <b>DESKTOP COMPUTER, PRINTER,PHOTOCOPIER</b>			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive / Managerial Supervisors Non-Supervisors Staff	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	General Public Other Agencies Others (Please Specify): _____
<b>18. WORKING CONDITION</b>			
Office Work Field Work	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Other/s (Please Specify)
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b> Caters graduate students for graduate education learning.			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b> Receives and initially assesses as to completeness and accuracy of graduate students related and other documents ,Monitors and keeps record of communication sent out to other offices,Maintains a systematic filling of office documents, Performs other duties and responsibilities as assigned by the immediate supervisor.			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b> Completion of two years studies in college	<b>21b. Experience</b> 1 year relevant experience	<b>21c. Training</b> 4 hrs of relevant training	<b>21d. Eligibility</b> Career Service (Subprofessional) First Level Eligibility
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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 and issues		1
<b>21f. Functional Competencies</b>		<b>Competency Level</b>
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. Level-1		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. Research Management- Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.		1
4. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.		1
5. 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
6. Extension Management- Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies .		1
7. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.		1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
35%	1. Attends the following: Readmission, Updating of Student Records, formation of GAC, Formation of PCW, Change GAC, Change Degree. Major, minor fields, Change admission status and other request by graduate students.	1
10%	2. Assess school fees of DOST Scholars/GTA's and Latin honors	1
10%	3. Receives and evaluates student requirement for graduation and prepares the list for graduation.	1
5%	4. Evaluates, computes grades for graduate students honors and prepares list of honors.	1
5%	5. Assigns, prepares GS examiner during final exam/thesis defense for MS and Ph.d.	1
5%	6. Monitors end of appointment and prepares renewal of appointment for graduate faculty.	1
10%	7. Evaluates, computes grades for graduate students who will take their comprehensive and final exam.	1
10%	8. Files documents to their personal folder.	
10%	9. Performs other duties assigned by the supervisors.	1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>		
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>MARICAR B. POSAS/December 13, 2021</b> Employee's Name, Date and Signature		 <b>ANABELLA B. TULIN/December 13, 2021</b> Supervisor's Name, Date and Signature