



<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>  <div style="text-align: center; font-weight: bold;">Science Aide</div>			
<b>2. ITEM NUMBER</b>  <div style="text-align: center;">LS</div>		<b>3. SALARY GRADE</b>  <div style="text-align: center;">4</div>			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  <div style="text-align: center;">STATE, UNIVERSITY &amp; COLLEGES</div>		<b>6. BUREAU OR OFFICE</b>  <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  <div style="text-align: center;">Philippine Root Crop Research &amp; Training Center</div>		<b>8. WORKSTATION / PLACE OF WORK</b>  <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>			
<b>9. PRESENT APPROP ACT</b>  <div style="text-align: center;">N/A</div>	<b>10. PREVIOUS APPROP ACT</b>  <div style="text-align: center;">N/A</div>	<b>11. SALARY AUTHORIZED</b>  <div style="text-align: center;">P16,209.00</div>	<b>12. OTHER COMPENSATION</b>  <div style="text-align: center;">ACA/PERA P2,000.00</div>		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <div style="text-align: center;">Professor</div>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <div style="text-align: center;">DIRECTOR</div>			
<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> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">POSITION TITLE</div> <div style="width: 45%;">ITEM NUMBER</div> </div>					
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  <div style="text-align: center;">SHOVEL, GRASS CUTTER, BOLO, COMPUTER, WEIGHING SCALE, CALCULATOR</div>					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
17a. Internal		Occasional		Frequent	
Executive / Managerial		<input type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):					
<b>18. WORKING CONDITION</b>					
Office Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  <div style="text-align: center;">varietal improvement of SP, production and quality planting materials and roots/tubers</div>					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  <div style="text-align: center;">documents and facilitates the research, development and extension activities of PhilRootcops</div>					



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, 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
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 university 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:)		
40%	1. To set-up sweetpotato polycross breeding nursery		1
40%	2. To set up experiment related to breeding good quality and high yielding sweetpotato		1
10%	3. To make reports		1
10%	4. To do other duties that maybe assigned by his supervisor		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; align-items: flex-end;"> <div style="text-align: center;">   <b>FEDERICO P. GODOY, JR.</b>              Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>DISOCORO M. BOLATE, JR.</b>              Supervisor's Name, Date and Signature </div> </div>			