

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 <div style="text-align: center; font-weight: bold;">Science Research Assistant</div>		
2. ITEM NUMBER			3. SALARY GRADE		
			9		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<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	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY			Philippine Root Crop Research & Training Center		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
Philippine Root Crop Research & Training Center			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED 12. OTHER COMPENSATION	
				P20,402.00 ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
PROFESSOR			DIRECTOR		
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					
LAPTOP, DESKTOP COMPUTER, PRINTER					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
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):					
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Other/s (Please Specify)					
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
data management					

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

desktop

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

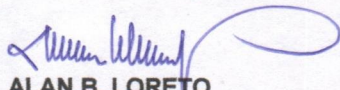
21f. Functional Competencies	Competency Level
1. Use of Information and Communications Technology(ICT) -Implements the effective identification, selection, acquisition, developemnt, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective 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 - Devlops 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 obnjectives	
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:)	
50%	1. To develop and maintain databases for PhilRootcrops germplasm collection, GIS mapping and other computerization	1
20%	2. To maintain and update the PhilRootcrops webpage	1
20%	3. To maintain the PhilRootcrops computer units and other computer related equipment	1
10%	4. To do other jobs that may be assigned by the direct supervisor and the Center Director	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.


DALE P. LORETO
Employee's Name, Date and Signature


ALAN B. LORETO
Supervisor's Name, Date and Signature