
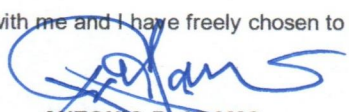


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <p style="text-align: center;">SCIENCE AIDE</p>	
2. ITEM NUMBER		3. SALARY GRADE	
		4	
4. FOR LOCAL GOVERNMENT POSITION, 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		OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION AND INNOVATION	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
EXTENSION OFFICE		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
		14,993/ MONTH	ACA & PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
DIRECTOR FOR EXTENSION		VICE PRESIDENT FOR RESEARCH, EXTENSION AND INNOVATION	
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, LAPTOP AND PRINTER			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
IN-CHARGE OF ALL THE UNIVERSITY'S EXTENSION PROJECTS AND OTHER SERVICES			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
MONITORING AND EVALUATION OF EXTENSION PROJECTS			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
COLLEGE DEGREE	None Required	None Required	None Required
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			4
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			4
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			4
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			4
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.			4
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			3
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			4
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.			4
3. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.			3
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
50%	FACILITATE, MONITORS AND EVALUATION OF VSU EXTENSION PROJECTS AND OTHER SERVICES		5
30%	CONSOLIDATE EXTENSION ACCOMPLISHMENT REPORTS		5
10%	FACILITATE EXTENSION MEETING, TRAINING, WORKSHOP AND SEMINARS		5
10%	OTHER TASK ASSIGNED BY THE SUPERIOR		5
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;">  MARIA FATIMA B. ESTROSAS Employee's Name, Date and Signature </div> <div style="text-align: center;">  ANTONIO P. ABAMO Supervisor's Name, Date and Signature </div> </div>			