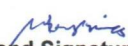



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Science Research Assistant	
2. ITEM NUMBER		3. SALARY GRADE	
		SG-9	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" 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		Department of Horticulture, VSU, Baybay City, Leyte	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Department of Horticulture, VSU		VSU, Baybay City, Leyte	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY	12. OTHER COMPENSATION
		Php 18,784.00/mo	PERA & ACA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Instructor		Department Head	
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	
NONE		NONE	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, Printer, Digital Weighing Scale, Pruning Shear, Calculator, Laminar Flow hood, Microwave, Heavy duty Gas Stove, Scalpel blade, etc.			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ornamental Growers/ Enthusiasts
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trainings/Workshop
Laboratory work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Take charge in the implementation, care & maintenance, data gathering, analysis & making of project reports. Assists in the marketing/selling, propagation of ornamental plants through tissue culture & supervised laborers.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Responsible for the establishment , maintenance and production of the project.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
With units of Master of Science in Horticulture	27 years in service at VSU as Science Research Assistant and Graduate Reasearch Assistant of ViSCA- GTZ project	Attended Trainings and Workshop	N/A
21e. Core Competencies			Competency Level
Exemplifying Integrity and Professionalism			2
Delivering Service Excellence			2
Interpersonal Skills			2
Flexibility			2
Record Management			2
Computer Skills			2
21f. Leadership Competencies			Competency Level
Communication Skills			N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		
25%	1. Responsible for the conduct/implementation of research project on National Cooperative Testing for Solanaceousm		
25%	2. Take charge for the data gathering, analysis and making of reports.		
15%	3. Propagate ornamental crops through tissue culture & assists the laborers in potting/ repotting of plants.		2
15%	4. Maintain the ornamental nursery & assists in the maketing/selling of ornamentas.l		
10%	5. Supervised laborers.		
10%	6. Does other tasks the superiors may assigned.		
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.			
NELITA C. BORNIAS 2-17-21 		GLORIA E. BANCALE 2-17-21 	
Employee's Name, Date and Signature		Supervisor's Name, Date and Signature	