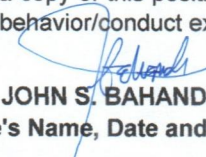



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		Science Research Assistant			
2. ITEM NUMBER		3. SALARY GRADE			
SRAS-7-1998		9			
4. FOR LOCAL GOVERNMENT POSITION, 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		
N/A		P21,211.00	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					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Laptop, rubber boots					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input 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					
varietal improvement, production and quality planting materials and roots/tubers					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
manage field operations, breeding & data analyses					
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	Career Service(Subprofessional) First Level Eligibility		
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. 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																								
2. Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.	1																								
3. 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																								
4. Quality Assurance- Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies.																									
5. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that	1																								
6. 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																								
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	1																								
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level																								
<table border="1"> <thead> <tr> <th>Percentage of Working Time</th> <th>(State the duties and responsibilities here:)</th> <th></th> </tr> </thead> <tbody> <tr> <td>25%</td> <td>1. To set up hybridization plots and do hybridization of cassava</td> <td>1</td> </tr> <tr> <td>25%</td> <td>2. To assist in the evaluation of progenies from single plot to NCT trials</td> <td>1</td> </tr> <tr> <td>15%</td> <td>3. To organize and analyze data and prepare organized data for reports</td> <td>1</td> </tr> <tr> <td>10%</td> <td>4. To set up experiments related to the propagation of new genotypes and associated cultural management practices</td> <td>1</td> </tr> <tr> <td>10%</td> <td>5. To make quarterly, semi-annual and annual reports and annual-inhouse review reports</td> <td>1</td> </tr> <tr> <td>10%</td> <td>6. To do other duties assignend by his supervisor</td> <td>1</td> </tr> <tr> <td>5%</td> <td>7. To prepare the purchase of field supplies and monitor the stocks of materials needed for the experiment</td> <td>1</td> </tr> </tbody> </table>	Percentage of Working Time	(State the duties and responsibilities here:)		25%	1. To set up hybridization plots and do hybridization of cassava	1	25%	2. To assist in the evaluation of progenies from single plot to NCT trials	1	15%	3. To organize and analyze data and prepare organized data for reports	1	10%	4. To set up experiments related to the propagation of new genotypes and associated cultural management practices	1	10%	5. To make quarterly, semi-annual and annual reports and annual-inhouse review reports	1	10%	6. To do other duties assignend by his supervisor	1	5%	7. To prepare the purchase of field supplies and monitor the stocks of materials needed for the experiment	1	
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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;">  JOHN S. BAHANDI Employee's Name, Date and Signature </div> <div style="text-align: center;">  MARLON M. TAMBIS Supervisor's Name, Date and Signature </div> </div>																									