

 <b>REPUBLIC OF THE PHILIPPINES</b> <b>JOB DESCRIPTION FORM</b>		1. POSITION TITLE (as authorized by DBM)	
		AGRICULTURAL TECHNICIAN I	
2. ITEM NO.:		3. SALARY GRADE: 6	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class	
		<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT		VISCA, BAYBAY CITY, LEYTE	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles)			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
BALLPEN, PENCIL, DESKTOP/LAPTOP COMPUTER AND PRINTER, WHITEBOARD AND PENS, LCD PROJECTOR AND FARM TOOLS			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	( )	(X)	General Public
Supervisors	( )	(X)	Other Agencies
Non Supervisors	( )	( )	Others (Please specify:
Staff	( )	( )	Stall owners
			Occasional
			Frequent
			( )
			( )
			( )
			( )
18. WORKING CONDITION			
Office Work	(X)	Other/s (Please Specify)	
Field Work	(X)		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Attainment of the well-being of the people in the Visayas through effective and highly developed resources and the generation, dissemination, and application of relevant knowledge and technology in tropical ecology.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To responsibly serve as Agricultural Technician I for the Institute and the University.			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	2 years working of Rainforestation Technology	Rainforestation related trainings	Honor Graduate Eligibility



<b>21e. CORE COMPETENCIES</b>			<b>Competency Level</b>
<b>1. Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
<b>2. Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.			1
<b>3. Solving Problems and Making Decisions</b> Provides timely solutions to problems and decision dilemmas that have clear cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.			1
<b>21f. ORGANIZATIONAL COMPETENCIES</b>			<b>Competency Level</b>
<b>1. Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			1
<b>2. Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials			1
<b>3. Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work			1
<b>4. Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.			1
<b>5. Planning &amp; Delivering</b> – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.			1
<b>6. Managing information</b> - Collects, organizes & maintain data.			1
<b>21g. TECHNICAL COMPETENCIES</b>			<b>Competency Level</b>
1. Should be certified Rainforestation trainer.			1
2. Knowledgeable about Philippine biodiversity, restoration strategy and dynamics of forest.			1
3. With a good background about management of the environment.			1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
<b>1. Monitor and evaluate the existing Rainforestation farm, ITEEM nursery and Eco-park.</b>			1
<b>2. Serve as resource person on Rainforestation trainings as requested by various clients and collaborators.</b>			1
<b>3. Conduct researches to support the implementation of Rainforestation Technology in other provinces of the Philippines.</b>			1
<b>4. Facilitate and monitor the production of indigenous and critically endangered plants.</b>			1
<b>5. Assist and facilitate in the community engagement projects implemented by the ITEEM.</b>			1
<b>6. Assist and facilitate in the laboratory exercises of the BS in Environmental Management and MS in Tropical Ecology program of the ITEEM.</b>			1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>			
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.			
 <b>ANGELITA B. ORIAS</b> DECEMBER 14, 2016 Employee's Name, Date and Signature		 <b>HUMBERTO R. MONTES, JR.</b> DECEMBER 14, 2016 Supervisor's Name, Date and Signature	