

 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM)			
		<div style="display: flex; justify-content: space-between;"> Aide Science </div>			
2. ITEM NO: Contractual		3. SALARY GRADE : 9			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input checked="" type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
Visayas State University			State Universities and Colleges		
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK		
Visayas State College of Agriculture			National Coconut Research Center		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	12. OTHER
				P172,800.00/annum	ACA PERA: P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Study Leader, National Coconut Research Center			Director, NCRC		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED					
(if more than seven (7) list only by their item numbers and titles) None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Computer, printer, laptop, calculator					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	()	General Public	()	(x)
Supervisors	()	(x)	Other Agencies	(x)	()
Non Supervisors	()	(x)	Others (Please specify:	()	(x)
Staff	()	(x)	Research staff		
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					
Offers approved degree programs, performs research, extension and production functions					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
support of instruction, research and extension					
21. QUALIFICATION STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
College Graduate			Competency L		
21e. CORE COMPETENCIES					Competency Level

1. Integrity and Professionalism - Conducts self in an excellent and competent manner expected of a person trained to do the job. Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules; demonstrates high standards of professional behaviour as public servants, adhering to ethical as well as moral principles, values, and standards of public office	1															
2. Service Excellence - Complies with VSU's established standards of delivery or service level agreements and delivers explicit requirements of customers; provides proactive, responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceeds customer's expectation	1															
3. Interpersonal Skills - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	1															
4. Flexibility - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and a positive manner	1															
21f. FUNCTIONAL/TECHNICAL COMPETENCIES	Competency Level															
1. Attention to Details - Reports accurate information and spot errors in documents/jobs and other forms of written communication/outputs in a timely manner.	1															
2. Achievement Orientation - Uses internal and external resources effectively to achieve individual, team, and organisational goals.	1															
3. 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.	1															
4. Computer Skills - Operates standard personal computer or laptop and effectively uses needed computer software, applications and technology needed in the performance of the functions of the positions.	1															
5. Communication Skills - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions,, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed.	1															
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level															
<table border="1"> <thead> <tr> <th>Percent of Working Time</th> <th>DUTIES</th> <th>Competency Level</th> </tr> </thead> <tbody> <tr> <td>30%</td> <td>1. Assist the project/study leaders in the implementation of Research, Development, Extension and production activities of the section.</td> <td>1</td> </tr> <tr> <td>20%</td> <td>2. Supervise the laborers in implementing the activities of the section</td> <td>1</td> </tr> <tr> <td>40%</td> <td>3. Gather data, analyse and prepare reports;</td> <td>1</td> </tr> <tr> <td>10%</td> <td>4. Does other activities as requested by the supervisor</td> <td>1</td> </tr> </tbody> </table>	Percent of Working Time	DUTIES	Competency Level	30%	1. Assist the project/study leaders in the implementation of Research, Development, Extension and production activities of the section.	1	20%	2. Supervise the laborers in implementing the activities of the section	1	40%	3. Gather data, analyse and prepare reports;	1	10%	4. Does other activities as requested by the supervisor	1	
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23. ACKNOWLEDGMENT AND ACCEPTANCE																
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.																
 MARIA FARAH A. VISCARA Employee's Name, Date and Signature	 MARISEL A. LEORNA Supervisor's Name, Date and Signature															