

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 <div style="text-align: center; font-weight: bold; padding: 10px;">AGRICULTURAL TECHNICIAN II</div>		
2. ITEM NUMBER <div style="text-align: center; font-weight: bold; padding: 10px;">AGT2-1-1998</div>			3. SALARY GRADE <div style="text-align: center; font-weight: bold; padding: 10px;">SG-8</div>		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input checked="" type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input checked="" type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
State, Colleges, & Universities			VISAYAS STATE UNIVERSITY		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
Eco-Farm and Resource Management Institute (Eco-FARMI)			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
				P 19,744.00	
12. OTHER COMPENSATION		ACA/PERA P2,000.00			
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Director, Eco-FARMI			Director for Research		
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			NA		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Computer, printer, camera, Farm tools and Equipment					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):		Students			
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Implements Instruction, Research, and Extension functions of the university.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Provision of support services to the Instruction, Research, and Extension functions of the university.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	NONE REQUIRED	NONE REQUIRED	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			1
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			1
3. Interpersonal Skills			1
4. Flexibility			1
5. Record Management			1
6. Computer skills			1
21f. Leadership Competencies			Competency Level
Attention to details			1
Achievement orientation			1
Communication Skills			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
15%	1. Supervise and monitor daily activities of the assigned farmworkers at the Eco-FARMI Demonstration farm.		2
25%	2. Gather data on the experiment and crop/animal production established in the Eco-FARMI Demonstration farm.		2
25%	3. Produce natural farming inputs and conduct training on Natural/Organic Farming Technology Systems.		2
5%	4. Make monthly farm production report.		2
20%	5. Production of farm animals and crops		2
10%	6. Do other duties that may be assigned by the Director of Eco-FARMI		2
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; margin-top: 20px;"> <div style="text-align: center;"> <p>ODELO B. BALDOS, August 8, 2024</p> <p>Employee's Name, Date and Signature</p> </div> <div style="text-align: center;"> <p>JEROME O. ARRIBADO, August , 2024</p> <p>Supervisor's Name, Date and Signature</p> </div> </div>			