

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1		1. POSITION TITLE (as approved by authorized agency) with parenthetical title	
		Associate Professor V	
2. ITEM NUMBER		3. SALARY GRADE	
		SG 23	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		OFFICE OF THE PRESIDENT	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
DEPARTMENT OF BIOTECHNOLOGY		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS	11. SALARY	12. OTHER COMPENSATION
NA		78,455.00	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
VP FOR ACADEMIC AFFAIRS		UNIVERSITY PRESIDENT	
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			
Computer, printer, laptop, projector, calculator & laboratory equipment			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): admin offices
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify) Teaching laboratory and lecture
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
To conduct instruction and research			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To conduct instruction, research and extension			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	3 years relevant experience	16 hours relevant training	None required except for courses with board examination wherein RA1080 is required
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			3
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			3

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. MA. THERESA P. LORETO has assumed the duties and responsibilities as Associate Professor V of Department of Biotechnology, VSU effective September 15, 2022.

This certification is issued in connection with the issuance of the appointment of Ms. MA. THERESA P. LORETO as Associate Professor V.

Done this \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.

BEATRIZ S. BELONIAS  
Head of Office/Department/Unit

Date: \_\_\_\_\_

Attested by:

HONEY SOFIA V. COLIS\_  
OIC HRMO

201 file  
Admin  
COA  
CSC

*For submission to CSC FO  
within 30 days from the  
date of assumption of the  
appointee*