1. POSITION TITLE (as approved by authorized agency) with Republic of the Philippines parenthetical title POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017) **ASSISTANT PROFESSOR III** 2. ITEM NUMBER 3. SALARY GRADE SALARY GRADE 17 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS Province 1st Class 5th Class ✓ City 2nd Class 6th Class Municipality 3rd Class Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY COLLEGE OF AGRICULTURE AND FOOD SCIENCE 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK DEPARTMENT OF HORTICULTURE VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION ACA/PERA P2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR HEAD, DEPARTMENT OF HORTICULTURE DEAN, COLLEGE OF AGRICULTURE AND FOOD SCIENCE 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 DESKTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial General Public Supervisors Other Agencies J Non-Supervisors Others (Please Specify): 1 18. WORKING CONDITION Office Work Other/s (Please Specify) Field Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To conduct instruction, research and extension 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	2 years of relevant experience	8 hours of relevant training	none required except for courses with board examination wherein RA 1080 is required
21e. Core Competencies			Competency Level
 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
Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2
Communication Savy - Effectively delivers messages that simply focus on facts or information;			2

and work well in a team to achieve 5. Change Adaptation - Works eff style appropriately in dealing with 6. Gender-responsive manageme	fectively with a variety of people and situations and adapts one's thinking, behaviour and change.	2
style appropriately in dealing with 6. Gender-responsive manageme	change.	2
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problems	nt - Promotes gender equality and women empowerment to address gender-related	1
21f. Functional Comp	etencies	Competency Level
	nvironment Applies theories and psychologies to facilitate various teaching-learning	3
delivery modes to enhance learning	ng.	
2.Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course		3
syllabi to adapt to the changing ed		
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences		3
that utilize innovative technologies		
	evitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	4
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs		3
	IES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
80%	Teaches assigned subjects and performs other teaching related	3
0076	functions, among others, the following: a. Prepares and revised teaching materials/guides and submit to department head	Ü
	b. Prepares and gives examinations (mid/final/long/quizzes)	
	c. Checks test papers and returns to students one week after	
	d. Submits grade sheets within prescribed period to the Registrar through the department	
	e. Turns over class records to department heads within two weeks after final examination	
	f. Makes himself available for consultation by his/her students during scheduled consultation hours	
10%	Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame Prepares and property within the prescribed period.	3
	c. Prepares and prepares reports within the prescribed period	
	d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting	
5%	3. Performs administrative functions	2
5%	4. Performs other functions, among others:	2
	a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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.

Employee's Name, Date and Signature

Supervisor's Name, Date and Signature