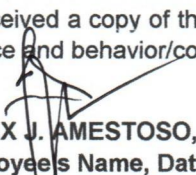
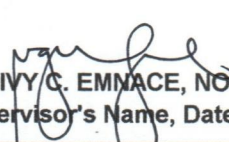


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1		1. POSITION TITLE (as approved by authorized agency) with parenthetical title					
		PROFESSOR IV					
2. ITEM NUMBER		3. SALARY GRADE					
		SG 27					
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS							
<div><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/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE					
VISAYAS STATE UNIVERSITY		DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY					
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK					
DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY		VSU, BAYBAY CITY, LEYTE					
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION				
		P 121,411.00	ACA/PERA P2,000.00				
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR					
Head		Dean					
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>							
POSITION TITLE		ITEM NUMBER					
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK							
Computer, printer, laptop, projector, calculator							
17. CONTACTS / CLIENTS / STAKEHOLDERS							
17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent
Executive /		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public		<input type="checkbox"/>	<input type="checkbox"/>
Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies		<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		admin offices	
Staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
18. WORKING CONDITION							
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)			
Field Work		<input type="checkbox"/>	<input type="checkbox"/>				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION							
To conduct instruction, research, extension and production							
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		NONE REQUIRED 5 yrs of relevant experience		NONE REQUIRED 32 hrs of relevant training		NONE 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						4	
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction						4	
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;						4	
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results						4	
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.						4	
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems						4	
21f. Functional Competencies						Competency Level	
1. Consultation and Advising- Ensures positive contributions of consultation and counselling services to improve student performance						4	

2. Critical Thinking and Problem-Solving- Mentors/coaches others on how to properly address problems or situations		4
3. Facilitating Learner-Centered Environment- Recommends collaboration with other learners.		4
4. Filipino Values Restoration - Advocates positive values in the workplace and in the community		4
5. Innovative Instructional Materials Development- Collaborates with other practitioners and recommends innovations to other university programs.		4
6. Innovative Teaching Strategies- Engages the class in activities by implementing developmentally- appropriate strategies in teaching.		4
7. Publication Writing- Fosters conducive environment for sharing scientific information and interaction among peers at the workplace		4
8. Extension Management - Identifies new knowledge & matured technologies due for adoption & implementation of target beneficiaries & conceptualizes programs, activities & projects & implements effective transfer mechanisms & strategies.		4
9. Research Management - Identifies issues & potentials for further studies & generation of new knowledge & technologies for the betterment of mankind, mother earth & the universe & conceptualizes proposals for funding & conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.		4
10. Sharing Expertise and Linkaging- • Learns the fundamentals of technical expertise sharing and assists in benchmarking of other institutions and maintaining existing linkages at the institutional level		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
75%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revises teaching materials/guides and submit to department head b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination 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	4
15%	2. 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 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	4
5%	3. Performs administrative functions (if applicable)	4
5%	4. Performs other functions, among others: a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions	4
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;"> <div style="text-align: center;">  FELIX J. AMESTOSO, NOV. 18, 2019 Employee's Name, Date and Signature </div> <div style="text-align: center;">  IVY C. EMMACE, NOV. 18, 2019 Supervisor's Name, Date and Signature </div> </div>		