

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 ASSISTANT PROFESSOR IV	
2. ITEM NUMBER		3. SALARY GRADE SG 18	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE COLLEGE OF ARTS AND SCIENCES	
7. DEPARTMENT / BRANCH / DIVISION DEPARTMENT OF MATHEMATICS AND PHYSICS		8. WORKSTATION / PLACE OF WORK 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 HEAD, DMP		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN, COLLEGE OF ARTS AND SCIENCES	
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		17b. External	
Executive / Managerial Supervisors	<input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Frequent	General Public	<input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Frequent
Non-Supervisors	<input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Frequent	Other Agencies	<input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Frequent
Staff	<input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent	Others (Please Specify):	admin offices
18. WORKING CONDITION			
Office Work	<input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent	Other/s (Please Specify)	
Field Work	<input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Frequent		
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, EXTENSION, AND PRODUCTION

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
RELEVANT DOCTORAL DEGREE	NONE REQUIRED	NONE REQUIRED	AGRICULTURAL ENGINEERING BOARD EXAMINATION

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	2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer	2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	2
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.	2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	2

21f. Functional Competencies

	Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	3
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.	3
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment	3
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	3
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs	3

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working	(State the duties and responsibilities here:)	Competency Level
80%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revised 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	3
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	2
0%	3. Performs administrative functions (if applicable)	2
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 b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	2

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.

REV RHIZZA L. AURE November 19, 2019
Employee's Name, Date and Signature

CLIMACO D. ESPINA JR. November 19, 2019
Supervisor's Name, Date and Signature