



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1)		1. POSITION TITLE (as authorized by DBM) ASSISTANT PROFESSOR 3			
2. ITEM NO.: <i>VISCAD-AP2-15-2014</i>		3. SALARY GRADE: <i>16</i>			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> provincial <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 VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE			
7. DEPARTMENT/BRANCH/DIVISION DEPARTMENT OF AGRONOMY		8. WORKSTATION/PLACE OF WORK VSU, Baybay City			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED <i>P 31,765.00</i>	12. OTHER <i>P 2,000</i>		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN, COLLEGE OF AGRICULTURE			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED N/A					
16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Desktop/Laptop Computer & Printer, Whiteboard & Pens, LCD, Lab equipment, Field equipment					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive/Managerial		(x)		()	
Supervisors		()		()	
Non Supervisors		(x)		(x)	
Staff		(x)		(x)	
17b. External		Occasional		Frequent	
General Public		()		(x)	
Other Agencies		(x)		()	
Others (Please specify: <u>Admin Offices</u>)		()		(x)	
18. WORKING CONDITION					
Office Work		(x)		Other/s (Please Specify)	
Field Work		(x)			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION The department offers graduate and undergraduate programs in Agronomy and conducts research, development and extension.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Teach graduate and undergraduate courses in Agronomy and conducts research, and extension projects/functions of the department.					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
MS		1 yr. of relevant exp.		4 hrs. of relevant training	
21d. Eligibility					

21e. CORE COMPETENCIES		Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules		1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.		1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.		1
21f. FUNCTIONAL COMPETENCIES		Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well-being and learning discipline.		1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.		1
21g. TECHNICAL COMPETENCIES		Competency Level
		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
PERCENT OF WORKING TIME	FUNCTION	
70%	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 conducts examinations (mid/final/long hours/quizzes) c. Checks test papers and return 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 students during scheduled consultation hours	
20%	2. Perform research and/or extension functions, among others the following: a. Prepares research and extension proposals b. Implements duly approved research/extension projects within approved time frame c. 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	
	3. Performs administrative functions (if applicable)	
10%	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 Presidents	
23. ACKNOWLEDGMENT AND ACCEPTANCE		
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.		
 LUZ GENESTON ASIO Employee's Name, Signature and Date		 BERTA C. RATILLA, PhD Supervisor's Name, Signature and Date