

<div>Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)</div>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title									
		ASSISTANT PROFESSOR 3									
2. ITEM NUMBER		3. SALARY GRADE									
		SG - 17									
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		OFFICE OF THE PRESIDENT									
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK									
OFFICE OF THE PRESIDENT		VSU, BAYBAY CITY, LEYTE									
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION								
		36,942	ACA/PERA P2,000.00								
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR									
EXECUTIVE ASSISTANT		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											
DESKTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR											
17. CONTACTS / CLIENTS / STAKEHOLDERS											
17a. Internal		Occasional		Frequent		17b. External		Occasional		Frequent	
Executive / Managerial		<input type="checkbox"/>		<input checked="" 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):					
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											
Provides support services to the President											
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)											
Manage and submit article for VSU web page, assist in the preparatin of multimedia communication and reports, message requests for the office											

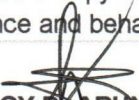


21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant masters degree	1 year of relevant experience	4 hours of relevant training	LET
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of 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 satisfaction			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			1
21f. Functional Competencies			Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.			2
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.			2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment			2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			2
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
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		2
10%	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

5%	3. Performs administrative functions (if applicable)	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.



NANCY D. ABUNDA 11/15/2019

Employee's Name, Date and Signature



SHALOM GRACE C. SUGANO 11/16/2019

Supervisor's Name, Date and Signature