1. POSITION TITLE (as approved by authorized agency) Republic of the Philippines with parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1** (Revised Version No. 1, s. 2017) ASSOC. PROF.V 2. ITEM NUMBER 3. SALARY GRADE SG-23 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS ☐ Province ☐ 1st Class ☐ 5th Class ☐ 2nd Class ☑ City ☐ 6th Class ☐ Municipality ☐ 3rd Class ☐ Special ☐ 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY DEPARTMENT OF BUSINESS AND MANAGEMENT 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK DEPARTMENT OF BUSINESS AND MANAGEMENT VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION 73,,811/month ACA/PERA P2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Head, DBM Dean, CME 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Frequent Occasional 17b. External Occasional Frequent Executive / Managerial 7 General Public Supervisors Other Agencies Non-Supervisors 1 1 Others (Please Specify): Staff 1 18. WORKING CONDITION Office Work 1 Other/s (Please Specify) Field Work 1 П 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 None Required degree 3 yrs. of rel. exp. 16 hours of relevant training 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 3 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer 3 satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; 3 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers 3 and clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, 3 behaviour and style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-3 related problems

21f. Functional Co	mpetencies	
Facilitating Learner Center	red Environment Applies theories and psychologies to facilitate various teaching-	Competency Level
loarning delivery modes to er	mance learning.	
2.Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-		4
based course synablitio adapt to the changing educational landscape.		
Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment		4
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.		4
5 Penart Writing writes and		
Report Writing- writes and submits periodic report of activities and accomplishments Research Development Extension Management- writes research and extension proposals for posible funding		3
writes research and extension proposals for posible funding		3
Resource Mobilization Management - prepares budget and tracks actual expenditures		4
8. Sharing Expertise and Linkaging -provide extension services to clients in partnership with other units of the		3
university		
Teaching for Independent Learning - mentors and exposes young faculty to extension work		_
22. STATEMENT OF D	UTIES AND RESPONSIBILITIES (Technical Competencies)	Competence
reiceillage of Working	(State the duties and responsibilities here:)	Competency Level
Time	1 Teaches assigned subjects and newfacts at the second subjects and newfacts and newfacts at the second subjects and newfacts are second subjects are second subjects and newfacts are second subjects are second	
75%	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	2
	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	1
	f. Makes herself/himself available for consultation by his/her	·
	students during scheduled consultation hours	
15%	2. Performs research and/or extension functions, among others	
	the following:	
	a. Prepares research/extension proposalsb. Implements duly approved research/extension projects within	
	time frame	
	c. Prepares and prepares reports within the prescribed period	2
	d. Presents research/extension outputs during conferences/fora	
	of legitimate professional organizations	
	e. Submits output for possible publication/patenting	
1%	Performs functions as member of the IGP-BOM	2
	Performs other functions, among others:	2
	Performs functions relative to committee memberships and	
	other ad hoc assignments including related to quality assurance	
004	and other accreditation functions	
9%	b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	
	c. Acts as Department-Based Guidance Facilitator	
	d. Acts as adviser of the CME-SSC.	2
	e. Acts as academic adviser assigned BSAB students.	
mployee's Name, Date		

Employee's Name, Date and Signature

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.

NILDA 7. AMESTOSO Employee's Name, Date and Signature

ANALITA A. SALABAO Supervisor's Name, Date and Signature

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