

7 1 JAN 2017

 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) PROFESSOR III			
2. ITEM NO.: PROF 3-11-2016		3. SALARY GRADE : 26			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
☐ provincial ☐ city ☐ municipality		☐ 1 st class ☐ 2 nd class ☐ 3 rd class ☐ 4 th class ☐ 5 th class ☐ 6 th class ☐ Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE 			
7. DEPARTMENT/BRANCH/DIVISION Department of Biological Sciences		8. WORKSTATION/PLACE OF WORK VSU, Baybay			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER		
		₱ 947,520	ACA PERA		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR President, VSU		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR President, VSU			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Laboratory equipment, computer, printer, laptop, projector					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	(x)	()	General Public	(x)	()
Non Supervisors	(x)	()	Other Agencies	(x)	()
Staff	()	(x)	Others (Please specify: Local government units and peoples organization)	()	(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 Implements the approved degree programs of BS Biology and supports the other MSc offering like MaED and TREC, conducts research, extension and production in biological sciences and allied fields.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Performs instruction, research and extension functions of the department.					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
PhD. in the needed field of specialization (Ph.D. Botany) complied	5 years of relevant experience complied	32 hours of relevant training complied	None required Civil service eligible		
21e. CORE COMPETENCIES					Competen cy Level
1. Exemplifying Integrity					1

Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules		
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	DUTIES	
25%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	1.
	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	
30%	2. Performs research and/or extension functions, among others the following:	1.
	a. Prepares research/extension proposals	
	b. Implements duly approved research/extension projects within approved 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	
40%	3. Performs administrative functions (if applicable)	1.
5%	4. Performs other functions, among others:	1.
	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 job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.		

31 JAN 2017

 BEATRIZ S. BELONIAS Employee's Name, Date and Signature	 EDGARDO E. TULIN ✓ Supervisor's Name, Date and Signature
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