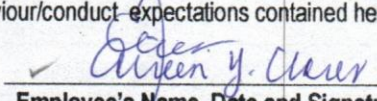
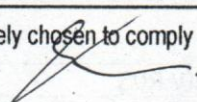
 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b> <i>Assistant Professor 1</i>			
<b>2. ITEM NO.:</b> <i>AP1 - 20 - 2016</i>		<b>3. SALARY GRADE :</b> <i>15</i>			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>					
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  <b>VISAYAS STATE UNIVERSITY</b>		<b>6. BUREAU OR OFFICE</b>			
<b>7. DEPARTMENT/BRANCH/DIVISION</b>		<b>8. WORKSTATION/PLACE OF WORK</b>  <i>VSU , Baybay</i>			
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>		
		<i>₱ 330,780</i>	<i>ACA PERA</i>		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <i>(if more than seven (7) list only by their item numbers and titles) None</i>					
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive/Managerial Supervisors	(x)	( )	General Public	( )	(x)
Non Supervisors	( )	( )	Other Agencies	(x)	( )
Staff	(x)	(x)	Others (Please specify: <u>Admin Offices</u> )	( )	(x)
	(x)	(x)			
<b>18. WORKING CONDITION</b>					
Office Work		(x)	Other/s (Please Speciy)		
Field Work		( )			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>					
<b>21. QUALIFICATON STANDARDS</b>					
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>		
<i>see attached file</i>	<i>please see attached</i>	<i>please attached</i>	<i>N/A</i>		



<b>21e. CORE COMPETENCIES</b>		<b>Competency Level</b>
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules		1
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.		1
3. <b>Solving Problems and Making Decisions</b> 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
<b>21f. FUNCTIONAL COMPETENCIES</b>		<b>Competency Level</b>
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.		1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.		1
<b>21g. TECHNICAL COMPETENCIES</b>		<b>Competency Level</b>
		1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
22a. 1. Teaches assigned subject and performs other teaching related functions, among others the following; a) Prepare teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final Examination.		1
22b. 2. Member in different committees.		1
22c. 3. Participate in the co-curricular activities.		1
22d. 4. Perform other functions assigned by the Department Head.		1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>		
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.		
 Employee's Name, Date and Signature		 NANCY V. DUMAGUING Supervisor's Name, Date and Signature