

 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) Assistant Professor I			
2. ITEM NO.: AP1 - 6 - 2016		3. SALARY GRADE : 15			
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 VSU, Baybay			
7. DEPARTMENT/BRANCH/DIVISION Dept. of Food Science and Technology		8. WORKSTATION/PLACE OF WORK VSU, Baybay			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED ₱ 330,780	12. OTHER ACA PERA		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean			
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 Computer, LCD, visual aides, whiteboard pen, eraser, chalk, gradesheets, whiteboard/chalkboard, ballpen, pencil, kitchen utensils, laboratory equipment and other gadgets					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	(x)	()	General Public	()	(x)
Non Supervisors	()	()	Other Agencies	(x)	()
Staff	(x)	(x)	Others (Please specify: Admin Offices)	()	(x)
18. WORKING CONDITION					
Office Work		(x)	Other/s (Please Speciy)		
Field Work		()			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Involve in instruction, conduct research/extension and production					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Teaches undergraduate courses for BSFT/MSFST students and service course.					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
MS degree relevant to the job					

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
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
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.		
JOCELYN G. DACLAG 1/24/07		IVY C. EMNACE 1/24/07
Employee's Name, Date and Signature		Supervisor's Name, Date and Signature