Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		POSITION TITLE (as approved by authorized agency) with parenthetical title  Professor IV				
						2. ITEM NUMBER
				\$	SG-27	
I. FOR LOCAL GOVER	NMENT POSITION, ENUM	ERATE	GOVERNA	IENTAL UNIT AND CL	ASS	
☐ Province		□ 1st	Class		Secusion 14	5th Class
☑ City		☐ 2nd	Class			6th Class
☐ Municipali	ty	☐ 3rd ☐ 4th				Special
5. DEPARTMENT, CORI LOCAL GOVERNME	PORATION OR AGENCY/ NT		6. BURE	AU OR OFFICE		
VISAYAS S	STATE UNIVERSITY			College of A	irts and Sci	iences
. DEPARTMENT / BRA	NCH / DIVISION		8. WORK	8. WORKSTATION / PLACE OF WORK		
Dept. of E	Biological Sciences			VSU, BAYB	AY CITY, I	EYTE
9. PRESENT APPROP	10. PREVIOUS APPROP AC	т	11. SALA	RY AUTHORIZED	1	2. OTHER
						ACA/PERA P2,000.00
13. POSITION TITLE OF	IMMEDIATE SUPERVISO	)R	14. POSI	TION TITLE OF NEXT	HIGHER S	UPERVISOR
Head, DBS			Dean, College of Arts and Sciences			
AF DOCUTION TITLE A	ID ITEM OF THOSE DIDE	CTLV	WIDEDWICE			
15. POSITION TITLE, AI	ND ITEM OF THOSE DIRE (if more than seve			eir item numbers and ti	tles)	The state of the s
	SITION TITLE				NUMBER	auralief ar Te
16. MACHINE, EQUIPM	ENT, TOOLS, ETC., USE	REGU	LARLY IN	PERFORMANCE OF W	VORK	
Comp	outer, printer, laptop, projec	tor, calc	ulator, labor	ratory equipment for bio	logical expe	eriments
17. CONTACTS / CLIEN	TS / STAKEHOLDERS					
17a. Internal		equent	Comment	17b. External		Occasional Frequent
Executive / Managerial Supervisors	<b>☑</b>		General P Other Age			
Non-Supervisors	$\overline{\square}$	V	-	ease Specify):		admin offices
Staff	<b>✓</b>	V				
8. WORKING CONDITI						
Office Work Field Work	<b>☑</b>		Other/s (F	Please Specify)		
19. BRIEF DESCRIPTIO	N OF THE GENERAL FU	NCTION	OF THE U	NIT OR SECTION		
	on, research and extension					
	N OF THE GENERAL FUI		OF THE P	OSITION (Job Summa	ігу)	
21. QUALIFICATION ST			1			~ · · · · · · · · · · · · · · · · · · ·
21a. Education	21b. Experience	AND AND PROPERTY OF THE PARTY O		21c. Training		21d. Eligibility
Relevant Mastera degree	NONE REQUIRED		20	NONE REQUIRED	uled by	NONE REQUIRED
21e. Core Compete	CONTRACTOR OF THE PROPERTY OF		1 02			Competency Level
. Exemplifying Integrity and P as well as moral principles, val		igh stand	ards of profes	sional behaviour, adhering t	to ethical	4
	rofessionalism - demonstrates h ues, and standards of public offi	-				4
2. Delivering Service Excellent		ce	ndards of serv	ice delivery for customer sa	atisfaction	4
3. Communication Savy - Effect	ues, and standards of public offi ce - Complies with VSU's establi ctively delivers messages that sin	shed star	s on facts or i	nformation;		
3. Communication Savy - Effect	ues, and standards of public office - Complies with VSU's establicatively delivers messages that sinanagement - Effectively communications	shed star	s on facts or i	nformation;		4
3. Communication Savy - Effect 4. Interpersonal relationship note and work well in a team to ach 5. Change Adaptation - Workstyle appropriately in dealing was a significant or service.  6. Change Adaptation - Workstyle appropriately in dealing was a significant or service.  6. Change Adaptation - Workstyle appropriately in dealing was a significant or service.	ues, and standards of public office - Complies with VSU's establicatively delivers messages that sin management - Effectively communieve results seffectively with a variety of people of the communication of the communic	shed star mply focus inicates a ple and si	s on facts or in and interacts w ituations and a	nformation; ith colleagues, customers a adapts one's thinking, behav	nd clients,	4

21f. Functional Co		Competency Level
Facilitating Learner Center University programs.	4	
Innovative teaching Strategorograms.	4	
3. Innovative Instructional Ma	terials Development - Responds to the developmental needs of the faculty and learners	4
Filipino Values Restoration	-Adopts and practices the Filipino values that are pro-God, pro-people, and pro-nature	4
i. Research Management-res	4	
	ollaborates effective national extension program	4
. Publication Writing - Recon	4	
21g. Technical Cor	npetencies	Competency Level
	and technical services for Dept.of Biologcal Sciences faculty and staff	4
	UTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
15%	Teaches assigned subjects and performs other teaching related functions, among others, the following:     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	4
	f. Makes himself available for consultation by his/her students during scheduled consultation hours	
15%	Performs research and/or extension functions, among others the following:     Prepares research/extension proposals     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	4
	professional organizations e. Submits output for possible publication/patenting	4
60%	Performs administrative functions (if applicable)	4
10%	4. Performs other functions, among others: a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions	4
	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.

BEATRIZ S. BELONIAS Employee's Name, Date and Signature ANALYN M. MAZO
Supervisor's Name, Date and Signature