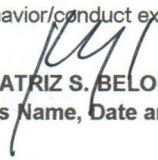
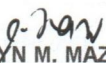


<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title	
		Professor IV	
2. ITEM NUMBER		3. SALARY GRADE	
		SG-27	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>			



21f. Functional Competencies		Competency Level
1. Facilitating Learner Centered Environment- Collaborates with practitioners and recommends innovations to other University programs.		4
2. Innovative teaching Strategies -Collaborates with other practitioners and recommends innovations to other university programs.		4
3. Innovative Instructional Materials Development - Responds to the developmental needs of the faculty and learners		4
4. Filipino Values Restoration-Adopts and practices the Filipino values that are pro-God, pro-people, and pro-nature		4
5. Research Management-research program as the program leader and involving other projects and study leaders		4
6. Extension Management-Collaborates effective national extension program		4
7. Publication Writing - Recommends and approves scientific publications		4
21g. Technical Competencies		Competency Level
Provide support and technical services for Dept.of Biological Sciences faculty and staff		4
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
15%	1. 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 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	4
15%	2. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. 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 professional organizations e. Submits output for possible publication/patenting	4
60%	3. 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 b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	4
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<p>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.</p> <div><div><p><b>BEATRIZ S. BELONIAS</b> Employee's Name, Date and Signature</p></div><div><p><b>ANALYN M. MAZO</b> Supervisor's Name, Date and Signature</p></div></div> <p>11/19/2019</p>		