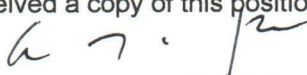
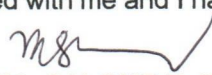


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| <div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>   |  | <div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>Assistant Professor IV</div> |  |
| <div>2. ITEM NUMBER</div>  |  | <div>3. SALARY GRADE</div> <div>SALARY GRADE: 18</div>   |  |
| <div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input checked="" type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input checked="" 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> |  |  |  |



| To conduct instruction, research and extension  |   |  |                         |
|---|---|--|-------------------------|
| <b>21. QUALIFICATION STANDARDS</b>  |   |  |                         |
| <b>21a. Education</b>   | <b>21b. Experience</b>  | <b>21c. Training</b>   | <b>21d. Eligibility</b> |
| Relevant Masteral degree  | 2 yrs of relevant experience  | 8 hours of relevant experience   | NONE REQUIRED           |
| <b>21e. Core Competencies</b>   |   |  | <b>Competency Level</b> |
| 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to  |   |  | 2                       |
| 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction  |   |  | 2                       |
| 3. Communication Savy - Effectively delivers messages that simply focus on facts or information;  |   |  | 2                       |
| 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results              |   |  | 2                       |
| 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.             |   |  | 2                       |
| 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems   |   |  | 1                       |
| <b>21f. Functional Competencies</b>   |   |  | <b>Competency Level</b> |
| 1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.                        |   |  | 2                       |
| 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape. |   |  | 2                       |
| 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning   |   |  | 2                       |
| 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.   |   |  | 2                       |
| 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.   |   |  | 2                       |
| <b>21g. Technical Competencies</b>  |   |  | <b>Competency Level</b> |
| Provides support and technical services for   |   |  | 2                       |
| <b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>  |   |  | <b>Competency Level</b> |
| Percentage of Working Time  | (State the duties and responsibilities here:)   |  |                         |
| 80%   | 1. Teaches assigned subjects and performs other teaching related functions, among others, the following:<br>a. Prepares and revised teaching materials/guides and submit to department head<br>b. Prepares and gives examinations (mid/final/long/quizzes)<br>c. Checks test papers and returns to students one week after examination<br>d. Submits grade sheets within prescribed period to the Registrar through the department<br>e. Turns over class records to department heads within two weeks after final examination<br>f. Makes himself available for consultation by his/her students during scheduled consultation hours |  | 2                       |
| 10%   | 2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares and prepares reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations<br>e. Submits output for possible publication/patenting   |  | 2                       |
| 5%  | 3. Performs administrative functions (if applicable)  |  | 2                       |
| 5%  | 4. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President  |  | 2                       |
| <b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>   |   |  |                         |
| I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply   |   |  |                         |
| <br><b>MARIA HAZEL I. BELLEZAS</b><br>Employee's Name, Date and Signature                      |   | <br><b>MA. SALOME B. BULAYOG</b><br>Supervisor's Name, Date and Signature |                         |