
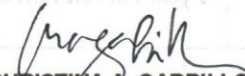
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) PROFESSOR V	
2. ITEM NO.: VISCAB-PROF5-3-2016		3. SALARY GRADE : 28	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<div><div><input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality</div><div><input type="checkbox"/> 1st class <input type="checkbox"/> 2nd class <input type="checkbox"/> 3rd class <input type="checkbox"/> 4th class</div><div><input type="checkbox"/> 5th class <input type="checkbox"/> 6th class <input type="checkbox"/> Special</div></div>			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE	
7. DEPARTMENT/BRANCH/DIVISION DEPARMENT OF DEVELOPMENT COMMUNICATION		8. WORKSTATION/PLACE OF WORK VSU , Baybay City, Leyte	
9. PRES, APPROP ACT		11. SALARY AUTHORIZED ₱1,156,356.00 per annum	
1. PREV. APPROP ACT		12. OTHER ACA PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, Department of Development Communication		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Agriculture and Food Science	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED Administrative Assistant II (2 personnel), Admin Aide VI, Admin Aid IV and Utility/Messenger			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, laptop, LCD projector/TV Monitor			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal		17b. External	
Occasional	Frequent	Occasional	Frequent
Executive/Managerial Supervisors Non Supervisors Staff	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
18. WORKING CONDITION			
Office Work Field Work		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Other/s (Please Specify)	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implements the approved degree programs and do research, extension and production functions			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Performs instruction, research and extension functions of the department			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
PhD degree in the needed field of specialization	3 years of relevant experience	16 hours of relevant training	Civil Service Eligible
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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	DUTIES	
40%	1. Teaches assigned subjects and performs other teaching related functions, among others, including 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	
35%	2. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved 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	
15%	3. Performs administrative functions	
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	
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.		
 EDITHA G. CAGASAN Employee's Name, Date and Signature January 26, 2017		 CHRISTINA A. GABRILLO Supervisor's Name, Date and Signature January 26, 2017