1. POSITION TITLE (as approved by authorized agency) with Republic of the Philippines parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1** Assistant Professor IV (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE SG 18 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS □ Province ☐ 1st Class ☐ 5th Class ☑ City ☐ 2nd Class ☐ 6th Class ☐ Municipality 3rd Class ☐ Special ☐ 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY DEPARTMENT OF BIOLOGICAL SCIENCES 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK DEPARTMENT OF BIOLOGICAL SCIENCES VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION \$40, G37.00 ACA/PERA P2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Head, DBS DEAN, COLLEGE OF ARTS AND SCIENCES 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, laptop, projector, calculator, laboratory equipment for biological experiments 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial V General Public Supervisors Other Agencies Non-Supervisors **V** V Others (Please Specify): admin offices Staff V V 18. WORKING CONDITION V Office Work Other/s (Please Specify) Field Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To conduct instruction, research and extension in biology and related fields 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) To conduct instruction, research and extension activities 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility Relevant Masteral Required (2 yrs rel. exp.) Required (8 hrs) NONE REQUIRED dearee 21e. Core Competencies Competency Level 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer 2 satisfaction 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 2 clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, 2 behaviour and style appropriately in dealing with change.

6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-

related problems

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21f. Functional Cor	npetencies	Competency Level
Facilitating Learner Centered Environment- Crafts mechanism to effectively address issues, concerns and		3
problems of students		
2. Innovative teaching Strategies -Evaluates the effectiveness of teaching strategies in achieving the instructional		3
objectives.		
3. Innovative Instructional Materials Development - Applies techniques like scaffolding for creativity and innovations		3
4. Filipino Values Restoration-Adopts and practices the Filipino values that are pro-God, pro-people, and pro-nature		4
5. Research Management- Prepares a more comprehensive research proposal to generate new knowledge and		2
technology for funding		
6. Extension Management-Implements approved extension project with less supervision and instruction		2
7. Publication Writing - Refines and produces a scientific article for publication in peer-reviewed journals Influences peers or subordinates to develop and publish scientific articles		3
21g. Technical Competencies		Competency Level
	· Commence of the commence of	
Provide support and	t technical services for Dept.of Biologcal Sciences faculty and staff	3
22. STATEMENT OF DI	JTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working	(State the duties and responsibilities here:)	
Time		
60%	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	3
	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	
30%	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	3
	c. Prepares and prepares reports within the prescribed period	
	d. Presents research/extension outputs during conferences/fora of	
	legitimate professional organizations	
45	e. Submits output for possible publication/patenting	
5%	3. Performs administrative functions (if applicable)	3
5%	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	3
	b. Performs other functions assigned by the department head, College	

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.

CHERYL C. BATISTEL 15, 12, 2019 Employee's Name, Date and Signature ANALYN M. MAZO
Supervisor's Name, Date and Signature