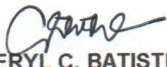



<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>Assistant Professor IV</div>	
2. ITEM NUMBER		3. SALARY GRADE	
		SG 18	
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- Crafts mechanism to effectively address issues, concerns and problems of students		3
2. Innovative teaching Strategies -Evaluates the effectiveness of teaching strategies in achieving the instructional objectives.		3
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 technology for funding		2
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
Provide support and technical services for Dept.of Biological Sciences faculty and staff		3
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here.)	
60%	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	3
30%	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	3
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 b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	3
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.		
<div><div> CHERYL C. BATISTEL 15.12.2019 Employee's Name, Date and Signature</div><div> ANALYN M. MAZO 17/12/2019 Supervisor's Name, Date and Signature</div></div>		