

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Associate Professor 4	
2. ITEM NUMBER		3. SALARY GRADE	
VISCAB-APRO4-18-2022		22	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY (VSU)		OFFICE OF THE PRESIDENT	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Department of Animal Science (DAS)		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
N/A		Php 69,963.00	ACA/PERA Php 2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Department Head, DAS-CAFS		Dean, College of Agriculture and Food Science	
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	
Assoc. Prof. 5		N/N	
Asst. Prof. 4		N/N	
Asst. Prof. 3 (2 faculty)		N/N	
Asst. Prof. 2		N/N	
Instructor 1 (3 faculty)		N/N	
Admin. Aide 4		N/N	
Admin. Aide 1		N/N	
Farm Worker 2		N/N	
Job Orders (7 workers)		N/N	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Instructional materials, computer, cellphone, calculator, analytical equipment, microscope, books, audio-visual aids, computer printers/copiers, internet, and laboratory animals.			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Admin offices
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Internet On-line Classes
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Implements the approved degree programs through instruction, do research, extension services, animal production function.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Conducts teaching in instruction, do research/extension, animal production services, and production.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	Three (3) years relevant experience	Sixteen (16) hours required trainings	Licensed Agriculturist
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

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 and issues	2

21f. Functional Competencies	Competency Level
1. Consultation and Advising - Addresses issues and concerns affecting students' academic performance by strictly following the consultation time schedule, responds to queries and implements interventions which result to highly satisfied clients.	4
2. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment	3
3. Facilitating Learner-Centered Environment - Explores the fundamental principles, processes and practices anchored on learner-centeredness. Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	4
4. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	4
5. Health and Wellness Management - Implements sustainable preventive health and wellness programs through information dissemination, preventive health measures and provision of therapeutic services resulting to healthy and productive employees.	1
6. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment.	3
7. Innovative Teaching Strategies - Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing educational landscape.	3
8. Peer Mentoring - Develops and equips junior faculty for higher level position through learning by observing and doing; collaborative teaching, research and extension activities; partnership in writing publications and participation in conferences and technical fora, so that VSU's academic excellence will be sustained.	2
9. Production and Entrepreneurship - Identifies issues, potentials and actual businesses by setting-up enterprises for creating products from the resources of the university with the view of making profit from these products	3
10. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs resulting to wide dissemination of information and technology.	4
11. Quality Assurance - Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies	2
12. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.	3
13. Research Management - Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.	2
14. Extension Management - Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies	2
15. Resource Mobilization Management - Allocates limited resources in an effective manner through efficient utilization of funds, time, human and other resources to deliver respective tasks and generate solutions to challenges in the workplace	3
16. Risk Management - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.	1
17. Occupational Health and Safety Management - Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.	1

18. Sharing Expertise and Linkaging - Shares technical expertise and links with other institutions through the conduct of trainings, seminar-workshops, lectures, conferences and consultancy services to increase knowledge, skills and expertise of clients based on pre and post evaluations.	2
19. Waste Management - Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.	2

21g. Technical Competencies		Competency Level
Provides support and technical services for Department of Animal Science faculty and staff.		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
40%	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	2
35%	2. Performs administrative functions, as Department Head: a. Lead in the preparation of documentary requirements for any relevant accreditation that the department is subjected to or the program under the departmental academic offerings; b. Assist the College Dean and the Office of the Director of the QAC in the monitoring and evaluation of the implementation of standards required by the accrediting bodies; c. Plan, organize and periodically review and evaluated departmental activities and programs; d. Determine the placement of personnel in the department to fully utilize human resources (i.e., talents and capabilities); e. Assist the Dean in the recruitment, promotion, transfer and separation of faculty; f. Recommend specific courses of action for staff development, including participation in seminars, scholarships, and other programs of professional advancement; g. Conduct investigation, when proper and recommend to the Dean immediate disciplinary action on any erring personnel or students in the department conformity with any existing policies and rule and regulations of the university; h. Make periodic assessment of the performance of staff members and submit appropriate reports to the Dean; i. Undertake department budget analysis and submit recommendations for the department's annual budget; j. Administer the budgetary appropriations of the department to effectively carry out its functions and responsibilities; k. Prepare and submit annual reports to the Dean; and l. Perform other functions as the Dean may assign.	2
20%	3. 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	2
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	2

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.


MANUEL D. GACUTAN, JR. -

Oct 14, 2022

Employee's Name, Date and Signature


VICTOR B. ASIO -

17 Oct 2022

Supervisor's Name, Date and Signature