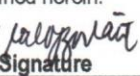
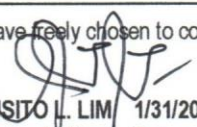
 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b>  Assistant Professor IV	
<b>2. ITEM NO.:</b> <u>ViSCAB AP4-21.2016</u>		<b>3. SALARY GRADE :</b> 17	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class	
<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  	
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  DEPARTMENT OF PEST MANAGEMENT		<b>8. WORKSTATION/PLACE OF WORK</b>  Visayas State University, Visca, Baybay, Leyte	
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>  428, 316 / annum	<b>12. OTHER</b>  ACA PERA
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Head, DPM		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Dean, College of Agriculture and Food Science	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles) None			
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Laboratory equipments, computer, printer, laptop, calculator			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive/Managerial Supervisors Non Supervisors Staff	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<b>18. WORKING CONDITION</b>			
Office Work		<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work		<input checked="" type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  Implements the approved degree programs and do research, extension and production functions			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Performs instruction, research and extension functions of the department.			
<b>21. QUALIFICATON STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Masteral degree in the needed field of specialization	2 years of relevant experience	8 hrs of relevant training	
<b>21e. CORE COMPETENCIES</b>			<b>Competen cy Level</b>
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of			1



customers.		
3. <b>Solving Problems and Making Decisions</b> 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
<b>21f. FUNCTIONAL COMPETENCIES</b>		<b>Competency Level</b>
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.		1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.		1
<b>21g. TECHNICAL COMPETENCIES</b>		<b>Competency Level</b>
		1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
<b>Percent of Working Time</b>	<b>DUTIES</b>	
75	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	1
	a. Prepares and revised teaching materials/guides and submit to department head	1
	b. Prepares and gives examinations (mid/final written and practical exams/quizzes)	1
	c. Checks laboratory reports, quizzes, and test papers and returns to students after one week	1
	d. Submits final laboratory points/grades to the lecturer/registrar within the prescribed period.	1
	e. Acts as thesis adviser and /or Student Research Committee Chairman/Member	1
	f. Makes himself available for consultation by his/her students during scheduled consultation hours	1
20	2. Performs research and/or extension functions, among others the following:	1
	a. Prepares research/extension proposals	1
	b. Implements duly approved research/extension projects within approved time frame	1
	c. Prepares reports within the prescribed period	1
	d. Presents research/extension outputs during conferences/fora of legitimate professional organizations	1
	e. Submits output for possible publication/patenting	1
5	3. Performs other functions, among others:	1
	a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions	1
	b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>		
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.		
ELVIRA L. OCLARIT 1/31/2017  Employee's Name, Date and Signature		 JESUSITO L. LIM 1/31/2017 Supervisor's Name, Date and Signature