REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM	1. POSITION TITLE (as authorized by DBM) Assistant Professor 1

2. ITEM NO.: VISCAB-AP1-18-2016	3. SALARY GRADE : 15

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

() provincial () city () municipality	() 1st class () 2nd class () 3rd class () 4th class	() 5th class () 6th class () Special

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT	6. BUREAU OR OFFICE
Visayas State University	

7. DEPARTMENT/BRANCH/DIVISION	8. WORKSTATION/PLACE OF WORK
Department Of Computer Science And Technology	**VSU, Baybay**

9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		314, 304	ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
PROFESSOR III	**PROFESSOR VI**

15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles) None

16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK

Laptop and desktop computers, and digital trainers

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	( )	( )	General Public	( )	(x)
Supervisors	( )	( )	Other Agencies	( )	( )
Non Supervisors	( )	( )	Others (Please specify:	( )	(x)
Staff	( )	( )	**Admin Offfices**		

18. WORKING CONDITION

Office Work	(x)	Other/s (Please Specify)
Field Work	( )	

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
MS Computer Science	None required	None required	PD907

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	1

		Competency Level
	solutions are available and can be accessed from a database or gleaned from an existing policy or process.	
21f. FUNCTIONAL COMPETENCIES		Competen cy 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
	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	**DUTIES**	
70%	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	
25%	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	
	3. Performs administrative functions (if applicable)	
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	

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.

Michael Anthony Jay B. Regis   15 May 2017
Employee's Name, Date and Signature

Prof. Winston M. Tabada   15 May 2017
Supervisor's Name, Date and Signature