

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 <p style="text-align: center;">PROFESSOR VI</p>	
2. ITEM NUMBER		3. SALARY GRADE	
PROF6 -14-2022		29	
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		OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Department of Biological Sciences		VSU, BAYBAY CITY, LEYTE	
9. PRESENT	10. PREVIOUS APPROP	11. SALARY AUTHORIZED	12. OTHER
NA	NA	164, 332	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
President, VSU		SUC President IV	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Laboratory equipment, Computer, printer, laptop, projector			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
			Local government units and peoples organization
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classroom work
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
To conduct instruction, research and extension and administration			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Implements the approved degree programs of BS Biology and supports the other MSc offering like MS Botany, MaED and MSTREC, conducts research, extension and production in biological sciences and allied fields. Perform administrative function as Vice president for Academic Affairs.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant doctorate degree	5 years of relevant experience complied	32 hours of relevant training complied	None Required
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			4

2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	4
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	4
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	4
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.	4
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	4
21f. Functional Competencies	Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	4
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.	4
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.	4
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature	4
5. 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.	4
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.	4
21g. Leadership competencies	Competency Level
1. Thinking strategically and creatively	4
2. Creating and Nurturing a High Performance Organization	4
3. Leading Change	4
4. Building collaborative, inclusive relationships	4
5. Managing performance and coaching for results	4

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Competency Level

Percentage of Working Time	(State the duties and responsibilities here:)	
20%	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	4
20%	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	4
60%	3. Performs administrative functions as Vice President for Academic affairs	4

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.


BEATRIZ S. BELONIAS
 Employee's Name, Date and Signature
 10/10/22


EDGARDO E. TULIN
 Supervisor's Name, Date and Signature