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| <b>Republic of the Philippines</b><br><b>POSITION DESCRIPTION FORM</b><br><b>DBM-CSC Form No. 1</b><br>(Revised Version No. 1, s. 2017)        |                                     | <b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b><br><br><div style="text-align: center; font-weight: bold; font-size: 1.2em;">Associate Professor 2</div> |  |
| <b>2. ITEM NUMBER</b><br><br><div style="font-family: cursive; color: blue;">VISCAB-APPRO2-22-2014</div>                                       |                                     | <b>3. SALARY GRADE</b><br><br><div style="text-align: center;">20</div>   |  |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>   |                                     |   |  |
| <input type="checkbox"/> Province<br><input checked="" type="checkbox"/> City<br><input type="checkbox"/> Municipality                         |                                     | <input type="checkbox"/> 1st Class<br><input type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class<br><input type="checkbox"/> 4th Class  |  |
|  |                                     | <input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special  |  |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  |                                     | <b>6. BUREAU OR OFFICE</b>  |  |
| STATE UNIVERSITY AND COLLEGES  |                                     | VISAYAS STATE UNIVERSITY  |  |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b>   |                                     | <b>8. WORKSTATION / PLACE OF WORK</b>   |  |
| DEPARTMENT OF HORTICULTURE (DOH)   |                                     | VSU, BAYBAY CITY, LEYTE   |  |
| <b>9. PRESENT APPROP ACT</b>   | <b>10. PREVIOUS APPROP</b>          | <b>11. SALARY AUTHORIZED</b>  | <b>12. OTHER</b>                       |
|  |                                     |   | ACA/PERA P2,000.00                     |
| <b>13. POSITION TITLE OF IMMEDIATE</b>   |                                     | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>   |  |
| HEAD, DOH  |                                     | COLLEGE OF AGRICULTURE AND FOOD SCIENCE   |  |
| <b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b><br><i>(if more than seven (7) list only by their item numbers and titles)</i> |                                     |   |  |
| POSITION TITLE   |                                     | ITEM NUMBER   |  |
| <b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  |                                     |   |  |
| Implements the approved degree programs through instruction, do research, extension services, ornamental plant production function.            |                                     |   |  |
| <b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>   |                                     |   |  |
| 17a. Internal  | Occasional                          | Frequent  | 17b. External                          |
| Executive / Managerial Supervisors   | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | General Public                         |
| Non-Supervisors  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   | Other Agencies                         |
| Staff  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   | Others (Please Specify):               |
|  |                                     |   | <input type="checkbox"/> admin offices |
| <b>18. WORKING CONDITION</b>   |                                     |   |  |
| Office Work  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | Other/s (Please Specify)               |
| Field Work   | <input type="checkbox"/>            | <input type="checkbox"/>  |  |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  |                                     |   |  |
| Implements the approved degree programs through instruction, do research, extension services, ornamental plant production function.            |                                     |   |  |
| <b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>   |                                     |   |  |
| Conducts instruction, do research, extension and production functions.   |                                     |   |  |
| <b>21. QUALIFICATION STANDARDS</b>   |                                     |   |  |
| 21a. Education   | 21b. Experience                     | 21c. Training   | 21d. Eligibility                       |

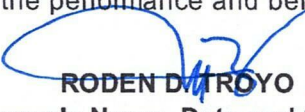



| Relevant Masteral degree   | 2 years of Relative Experience   | 8 Hours Relative Training | REQUIRED (RA 1080 eligibility - Licensed Agriculturist) |
|--|--|---------------------------|---|
| <b>21e. Core Competencies</b>  |  |                           | <b>Competency Level</b>                                 |
| 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  |  |                           | 1   |
| <b>21f. Functional Competencies</b>  |  |                           | <b>Competency Level</b>                                 |
| 1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.                                     |  |                           | 3   |
| 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.              |  |                           | 3   |
| 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.  |  |                           | 3   |
| 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.  |  |                           | 3   |
| 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.  |  |                           | 3   |
| <b>21g. Technical Competencies</b>   |  |                           | <b>Competency Level</b>                                 |
| Provides support and technical services for Department of Animal Science faculty and staff.  |  |                           | 3   |
| <b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>   |  |                           | <b>Competency Level</b>                                 |
| <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:<br>a. Prepares and revised teaching materials/guides and submit to department head<br>b. Prepares and gives examinations (mid/final/long/quizzes)<br>c. Checks test papers and returns to students one week after examination<br>d. Submits grade sheets within prescribed period to the Registrar through the department<br>e. Turns over class records to department heads within two weeks after final |                           | 3   |
| 25%  | 2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares and prepares reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations<br>e. Submits output for possible publication/patenting  |                           | 3   |
| 25%  | 3. Performs administrative functions   |                           | 3   |

|     |   |   |
|-----|---|---|
| 10% | <p>4. Performs other functions, among others:</p> <p>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions</p> <p>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President</p> | 3 |
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**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.

  
**RODEN D. TROYO** 5/6/2024  
 Employee's Name, Date and Signature

  
**ROSARIO A. SALAS**  
 Supervisor's Name, Date and Signature