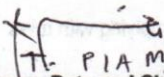
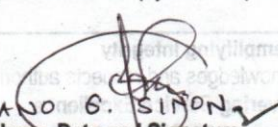
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) ASSISTANT PROFESSOR 2	
2. ITEM NO.: AP2 - 12 - 2016		3. SALARY GRADE : 16	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class <input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE VSU , Baybay	
7. DEPARTMENT/BRANCH/DIVISION NATIONAL ABACA RESEARCH CENTER		8. WORKSTATION/PLACE OF WORK VSU , Baybay	
9. PRES, APPROP ACT		1. PREV. APPROP ACT	
		11. SALARY AUTHORIZED ₱ 340,528	
		12. OTHER	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Director, NARC		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President, Research and Extension	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) SRA, Laborers			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Laboratory equipment, computer, printer, laptop, projector, calculator			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal		17b. External	
Occasional Frequent	Occasional Frequent	Occasional Frequent	Occasional Frequent
Executive/Managerial (x) Supervisors (x) Non Supervisors (x) Staff (x)	() () (x) (x)	General Public Other Agencies Others (Please specify: Admin Offices	() (x) (x) ()
18. WORKING CONDITION			
Office Work (x) Field Work (x)	(x) (x)	Other/s (Please Specify) Class Work	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implements the approved researches, extension and production functions of abaca			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Performs research and extension works on abaca pest management and instruction function			
21. QUALIFICATION STANDARDS			
21a. Education		21b. Experience	
Bachelor's degree in the needed field of specialization		None required	
21c. Training		21d. Eligibility	
None required		None required	
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			1

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.		
21f. FUNCTIONAL COMPETENCIES		Competency 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	
15%	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	1
80%	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	1
n/a	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	1
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.		
 ROBELYN T. PIAMONTE Employee's Name, Date and Signature January 26, 2017		 FELICIANO G. SIMON Supervisor's Name, Date and Signature January 27, 2017