

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 <div style="text-align: center; font-weight: bold; padding: 10px;">ASSISTANT PROFESSOR III</div>		
2. ITEM NUMBER			3. SALARY GRADE		
			SG-17		
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 PRESIDENT		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
Department of Geodetic Engineering			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER COMPENSATION	
		47,247.00		ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Faculty Dean			Vice President for Academic Affairs		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Surveying equipment and tools, multi-media software, books, laptop computer, projector, printer, calculator, ball pens, whiteboard marker, paper, textbooks, subscription of essential tools and software in GIS, remote sensing, image processing software and GNSS processing.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): _____		
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Supervise the department in terms of academic and administrative sectors. Furthermore, conducting delivery of quality instruction, research and extension activities.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

To conduct delivery of quality instruction, relevant research and extension activities through community engagements.


21. QUALIFICATION STANDARDS


21a. Education	21b. Experience	21c. Training	21d. Eligibility
MS Geomatics Engineering (Applied)	at least 7 years of teaching in HEI	8 hours	Geodetic Engineer, RA 1080
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			1
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			1
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			1
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			1
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.			1
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			1
21f. Functional Competencies			Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.			1
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.			1
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.			1
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			1
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.			2
21g. Technical Competencies			Competency Level
Geodetic Surveying, Programming, GNSS, Remote Sensing, and GIS			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
60%	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		1
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 e. Submits output for possible publication/patenting		2
15%	3. Performs administrative functions (if applicable)		2

5%	<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>	1
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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.


MARTIN JAN E. MERCURIO
 Employee's Name, Date and Signature


JANNET C. BENCURE
 Supervisor's Name, Date and Signature