
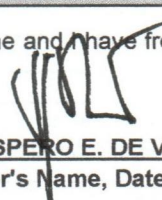


<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency with parenthetical title)</div> <div>SUC PRESIDENT IV</div>	
<div>2. ITEM NUMBER</div> <div>SUCPRES4-1-2007</div>		<div>3. SALARY GRADE</div> <div>30</div>	
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>			

21f. Functional Competencies		Competency Level
1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular.		4
2. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.		4
3. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.		4
4. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.		4
5. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.		4
6. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.		4
7. 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
8. 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- Dreams and envisions what the future looks like for the university, thinks dimensionally, crafts strategic goals and strategies to attain that future, identifies connections that are not obviously connected and comes up with new and creative ideas to enhance organizational effectiveness and responsiveness		4
2. Creating and Nurturing a High Performance Organization- Creates a high performing organizational culture that is purpose driven, results-based, client focused and team-oriented		4
3. Leading Change- Generates genuine enthusiasm and momentum for organizational development and change by engaging and involving groups and stakeholders to understand, support, commit and own the change agenda and to advance and sustain same for organizational effectiveness.		4
4. Building Collaborative and Inclusive Working Relationships- Builds a network of reciprocal, high trust and synergistic working relationship among employees within the organization and across other government and non-government organizations to leverage and maximize opportunities for strategic partnership with external stakeholders		4
5. Managing Performance and Coaching for Results- Creates an enabling environment which will nurture and sustains a performance based coaching culture for increased effectiveness of employees and a strong focus in developing people for current and future needs thru an active and continuing staff development program for organizational effectiveness.		4
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
40%	Provides overall leadership and management in the operations and implementation of the strategic plans for the attainment of the mandate of the university.	4
30%	Provides the link between the Board of Regents and the university officials for the smooth and effective implementation of the university policies	4
30%	Assumes general power of administration similar to CEOs of Private Corporations.	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.		
 PROSE IVY G. YEPES Employee's Name, Date and Signature		 J. PROSPERO E. DE VERA III, DPA Supervisor's Name, Date and Signature