1. POSITION TITLE (as approved by authorized agency) Republic of the Philippines with parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1** SUC PRESIDENT IV (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE SUCPRES4-1-2007 30 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS Province 1st Class 5th Class ✓ City 2nd Class 6th Class ☐ Municipality 3rd Class ☐ Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT STATE UNIVERSITY AND COLLEGES VISAYAS STATE UNIVERSITY 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK OFFICE OF THE PRESIDENT VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION P189.199.00 ACA/PERA P2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR CHAIRPERSON, BOARD OF REGENT CHAIRPERSON, CHED 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 Laptop, Printer, Smartphone 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial П 1 General Public 1 Supervisors 1 Other Agencies 1 1 Non-Supervisors Others (Please Specify): Staff 1 18. WORKING CONDITION Office Work 1 Other/s (Please Specify) Field Work 1 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION General supervision over and direction of the operation of the university 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Overall administration of the university 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility Appropriate Doctoral 5 years in position/s involving None Required None required Degree management and supervision 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 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer 4 satisfaction 3. Communication SavVy - Effectively delivers messages that simply focus on facts or information; 4 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers 4 and clients, and work well in a team to achieve results 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.

related problems

6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-

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Page 1 of 2

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
Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.		4
Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes- based course syllabi to adapt to the changing educational landscape.		4
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
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
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
	TES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22. STATEMENT OF DUI		
Percentage of Working	(State the duties and responsibilities here:)	
	Provides overall leadership and management in the operations and implementation of the strategic plans for the attainment of the mandate of the university.	4
Percentage of Working Time	Provides overall leadership and management in the operations and implementation of the strategic plans for the attainment of	4

23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and 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