

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					
		ASSISTANT PROFESSOR III					
2. ITEM NUMBER		3. SALARY GRADE					
		17					
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS							
<div><div><input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality</div><div><input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class</div><div><input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special</div></div>							
5. DEPARTMENT, CORPORATION OR AGENCY/		6. BUREAU OR OFFICE					
VISAYAS STATE UNIVERSITY		DEPARTMENT OF BIOTECHNOLOGY					
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK					
DEPARTMENT OF BIOTECHNOLOGY		VSU, BAYBAY CITY, LEYTE					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION				
			ACA/PERA P2,000.00				
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER					
Head, Biotechnology		Dean, College of Arts and Sciences					
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							
COMPUTER, PRINTER, LAPTOP, LCD PROJECTOR, CALCULATOR							
17. CONTACTS / CLIENTS / STAKEHOLDERS							
17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent
Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please			
Staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
18. WORKING CONDITION							
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please			
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION							
Teach, conduct research and extension							
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)							
To conduct instruction, research and extension							
21. QUALIFICATION STANDARDS							
21a. Education		21b. Experience		21c. Training		21d. Eligibility	
Relevant Masteral Degree		1 yr. of rel. exp.		4 hours of relevant training		none required except for courses with board examination wherein RA 1080 is required	
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	
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	

21f. Functional Competencies		Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.		3
2. Innovative Teaching 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.		4
5. Research Management- Identifies issues and potentials for further studies and generation of new knowledge and technologies		2
6. Extension Management- Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies		2
7. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs		3
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
80%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revises 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 students during scheduled consultation hours	2
10%	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 reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional e. Submits output for possible publication/patenting	2
5%	3. Performs administrative functions (if applicable)	2
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	2
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.		
<div>MARCIANA B. GALAMBAO</div> <div>Employee's Name, Date and Signature</div>		<div>MA. THERESA P. LORETO</div> <div>Supervisor's Name, Date and Signature</div>