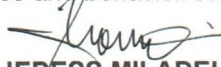
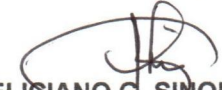


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; font-weight: bold; padding: 5px;">ASSISTANT PROFESSOR II</div>		
2. ITEM NUMBER			3. SALARY GRADE		
			16		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" 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			NATIONAL ABACA RESEARCH CENTER		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
NATIONAL ABACA RESEARCH CENTER			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
				P33,000.00	
12. OTHER COMPENSATION					
		ACA/PERA P2,000.00			
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
DIRECTOR			VICE PRESIDENT FOR RESEARCH AND EXTENSION		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
SCIENCE RESEARCH ASSISTANT					
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
DESKTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Managerial Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Other Agencies		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Others (Please Specify):					
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Conduct research and extension services on abaca					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Conduct research and extension services on abaca and teach in affiliate academic departments					

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant master's degree	At least one year of relevant experience	Four (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 Learning 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. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs			3
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
25%	Takes charge of the communication and extension section of the Center		
25%	Teaches courses in Anthropology/Development Communication		
15%	Takes charge of the production of training and IEC materials of the Center		
15%	Prepares annual reports, proceedings of seminars, workshops and trainings, and other activities of the Center		
10%	Coordinates annual research reviews and preparation fo research proposals		
10%	Performs other duties and responsibilites assigned by the Director		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  JEDESS MILADEL N. SALOMON Employee's Name, Date and Signature </div> <div style="text-align: center;">  FELICIANO G. SINON Supervisor's Name, Date and Signature </div> </div> <p style="text-align: right;">Page 2 of 2</p>			