
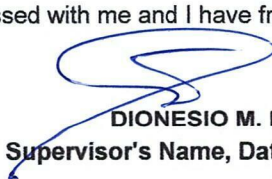


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title ASSOCIATE PROFESSOR V	
2. ITEM NUMBER VISCAD - APPRO 5- 4- 2024		3. SALARY GRADE SG-23/1	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <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/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE DEAN, College of Agriculture and Food Science (CAFS)	
7. DEPARTMENT / BRANCH / DIVISION DEPARTMENT OF AGRONOMY		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP N/A	10. PREVIOUS APPROP ACT N/A	11. SALARY AUTHORIZED 80,003.00	12. OTHER COMPENSATION ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, Department of Agronomy		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN, College of Agriculture and Food Science (CAFS)	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) N/A			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, laptop, projector, calculator, ballpens, pencil, meterstick, record book, note book			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal Executive / Supervisors Non-Supervisors Staff	Occasional <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Frequent <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	17b. External General Public Other Agencies Others (Please Specify): farmers/other stakeholders
18. WORKING CONDITION Office Work <input type="checkbox"/> Other/s (Please Specify) Field Work <input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Conducts instruction, research, extension and production activities			

15. Resource Mobilization Management- Allocates limited resources in an effective manner through efficient utilization of funds, time, human and other resources to deliver respective tasks and generate solutions to challenges in the workplace.	3
16. Risk Management and Hazards Analysis- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.	2
17. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.	3
18. Sharing Expertise and Linkaging- Shares technical expertise and links with other institutions through the conduct of trainings, seminar-workshops lectures, conferences, consultancy services to increase knowledge, skills and expertise of clients based on pre and post evaluations.	3
19. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with RA 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.	2
21g. Technical Competencies	Competency Level
Provides support and technical services for Agronomy faculty, staff and students as well as farmers, agricultural technicians and other agencies	3
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, Dean and concerned office 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
30%	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 submits reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting
5%	3. Performs production functions a. Supervises VSU rice seednet project
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
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;">  ED ALLAN L. ALCOBER 5/2/24 Employee's Name, Date and Signature </div> <div style="text-align: center;">  DIONESIO M. BAÑOC 5/2/24 Supervisor's Name, Date and Signature </div> </div>	