DBM-CSC Form No. 1   Revised Version No. 1   Revised			1. POSITION TITLE (as approved by authorized agency) with parenthetical title		
Province			WI	ASSOCIATE PROFESSOR V	
Province	2. ITEM NUMBER			3. SALARY GRADE	
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DEPARTMENT / BRANCH / DIVISION Department of Mathematics  NSU, BAYBAY CITY, LEYTE  Department of Mathematics  NSU, BAYBAY CITY, LEYTE  11. SALARY AUTHORIZED 12. OTHER COMPENSATION ACA/PERA P2,000.00  ACA/PERA P2,000.00  ACA/PERA P2,000.00  13. POSITION TITLE OF IMMEDIATE SUPERVISOR Dean, College of Arts and Sciences  Vice President for Academic Affairs  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, projector, calculator, whiteboard/chalkboard, whiteboard marker, chalk, books, printed materials  17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent Supervisors  17 Contacts / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent Supervisors  17 Cherry (Please Specify):  Staff  18. WORKING CONDITION  Office Work  19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION  To conduct instruction, research and extension  20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  To perform instruction, research and extension  21. QUALIFICATION STANDARDS  21a. Education 21b. Experience 21c. Training Aladinary  NONE RECUIRED except for courses with board exam wherein RA1080 is required  21c. Core Competencies  Competency Level  15 hours of relevant training to affair and professionalism - demonstrates high standards of professional behaviour, achering to addition and professionalism - demonstrates high standards of professional behaviour, achering to addition and professionalism - demonstrates high standards of service delivery for customer and wherein RA1080 is required  2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer and staffaction is an administration of information;  3 a. Communication Sany - Effectively delivers messages that simply focus on facts or information;  4 Interpersonal relationship m			NCY/	6. BUREAU OR OFFICE	
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Staff					_
18. WORKING CONDITION  Office Work				Others (Please Specify):	admin offices
Office Work Field Work    Other/s (Please Specify)   Other Section   Other/s (Please Specify)   Other Section   Other/s (Please Specify)   Other Section   Other Section   Other Section					
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clients, and work well in a team to achieve results	21. QUALIFICATION ST  21a. Education  Relevant Masteral degree  21e. Core Compete 1. Exemplifying Integrity and Pethical as well as moral princip 2. Delivering Service Excellence satisfaction	To co ON OF THE GENERA To perform ins TANDARDS 21b. Experi 3 years of relevant  encies Professionalism - demonstrates, values, and standards be - Complies with VSU's of	ence experience extension stands of public office established sta	earch, and extension  N OF THE POSITION (Job Summar earch, and extension-related function  21c. Training  16 hours of relevant training  ards of professional behaviour, adhering to and ards of service delivery for customer	21d. Eligibility  NONE REQUIRED except for courses with board exam wherein RA1080 is required  Competency Level  3

<ol><li>Change Adaptation - Wor behaviour and style appropria</li></ol>	3	
Gender-responsive manag related problems	0093 MB0	
21f. Functional Co	Competency Level	
<ol> <li>Facilitating Learner Center learning delivery modes to er</li> </ol>	4	
<ol><li>Innovative Learning Strate based course syllabi to adap</li></ol>	3 *** *** **** **** **** **** **** ***	
<ol><li>Innovative Instructional Ma experiences that utilize innov</li></ol>	4	
4. Filipino Values Restoration	3	
5. Research Management- lottechnologies for the betterme	3	
funding and conducts studies improve the lives of mankind		
<ol><li>Publication Writing - Deve outputs.</li></ol>	3	
21g. Technical Co	Competency Level	
	N/A	N/A
22. STATEMENT OF	Competency Level	
Percentage of Working		Qv CASSAT VBESHS, JA
Time	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  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/her students during scheduled consultation hours	AND AND LAYER MORTISCH, AND LONG OF THE PROPERTY OF THE PROPER
20%	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 prepares reports within the prescribed period     d. Presents research/extension outputs during conferences/fora of legitimate professional organizations     e. Submits output for possible publication/patenting	3
20%	3. Performs administrative functions (if designated)	1013 drago en en 17 31 an
10%	4. Performs other functions, among others: a. Performs functions relative to committee memberships and other ad hoc assignments including those 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	
	the state of the s	

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.

EUSEBIO R. LINA, JR.

Employee's Name, Date and Signature

MA. THERESA P. LORETO Supervisor's Name, Date and Signature