



REPUBLIC OF THE PHILIPPINES  
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

Professor 2

2. ITEM NO.: VISCAB APRO4-4-2014

3. SALARY GRADE

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

<input type="checkbox"/> provincial	<input type="checkbox"/> 1 <sup>st</sup> class	<input type="checkbox"/> 5 <sup>th</sup> class
<input type="checkbox"/> city	<input type="checkbox"/> 2 <sup>nd</sup> class	<input type="checkbox"/> 6 <sup>th</sup> class
<input type="checkbox"/> municipality	<input type="checkbox"/> 3 <sup>rd</sup> class	<input type="checkbox"/> Special
	<input type="checkbox"/> 4 <sup>th</sup> class	

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

NATIONAL ABACA RESEARCH CENTER

7. DEPARTMENT/BRANCH/DIVISION

NATIONAL ABACA RESEARCH CENTER

8. WORKSTATION/PLACE OF WORK

VSU, ViSca, Baybay City, Leyte

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, NARC

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, Research

15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles) Science Research Assistants/Aide (Casual and Job Order)

16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK

Laboratory equipments, computer, printer, laptop, LCD, calculator

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	( x )	( )	General Public	( x )	( )
Supervisors	( x )	( )	Other Agencies	( x )	( )
Non Supervisors	( x )	( )	Others (Please specify: <u>RDE</u>	( )	( x )
Staff (Project)	( )	( x )	<u>Project Collaborators</u>		

18. WORKING CONDITION

Office Work	( x )	Other/s (Please Specify)
Field Work	( x )	<u>Laboratory Work</u>

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Implements and performs research, extension and production functions

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Performs research, extension and production functions of the research center and performs instruction functions in the different academic departments being affiliated to.

21. QUALIFICATION STANDARDS

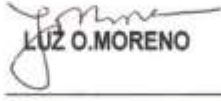

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Masteral/Doctoral degree in the needed field of specialization	None required	None required	None required

21e. CORE COMPETENCIES

1. Exemplifying Integrity  
Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules
2. Delivering Service Excellence

Competen  
cy Level

1

Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers/clienteles.		1
3. <b>Solving Problems and Making Decisions</b> Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.		1
<b>21f. FUNCTIONAL COMPETENCIES</b>		<b>Competency Level</b>
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.		1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.		1
<b>21g. TECHNICAL COMPETENCIES</b>		<b>Competency Level</b>
Provides technical expertise and support to the National Abaca Research Center, faculty and staff of academic departments being affiliated to.		1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
Percent of Working Time	DUTIES	
20	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 g. Acts as thesis adviser to graduate and undergraduate students	
70	2. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved 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	
10	3. Performs administrative functions (if applicable) 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 center director, department head, College Dean, Vice Presidents and the University President	
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>		
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.		
 <b>LUZ O. MORENO</b>		 <b>FELICIANO G. SINON</b>
Employee's Name, Date and Signature		Supervisor's Name, Date and Signature