

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; padding: 10px;"><b>ASSOCIATE PROFESSOR V</b></div>		
2. ITEM NUMBER <div style="text-align: center; padding: 10px; color: blue;">APR05-12-2004</div>			3. SALARY GRADE <div style="text-align: center; padding: 10px;">23</div>		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input checked="" 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		
STATE UNIVERSITY AND COLLEGES			VISAYAS STATE UNIVERSITY		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DEPARTMENT OF ANIMAL SCIENCE			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
				ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
DEAN, College of Agriculture and Food Science			Vice President, 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		
Professor II			N/N		
Associate Professor I			N/N		
Assistant Professor IV (4 faculty)			N/N		
Instructor III (3 faculty)			N/N		
Instructor II			N/N		
Instructor I			N/N		
Administrative Aide IV			N/N		
Administrative Aide I (3 staff)			N/N		
Job Orders (9 staff)			N/N		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Computer, printer, laptop, projector, calculator, analytical equipment, microscope, internet, printers, books, instructional materials, and laboratory animals					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Others (Please Specify):		admin offices			
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Other/s (Please Specify)		Classrooms/ Lab rooms			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Implements the approved degree programs through instruction, research, extension services, animal production, and administration function.					



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Perform instruction, research and extension, animal production services, and department/college/university/region-wide designated tasks and activities.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	One (1) year relevant experience	Four (4) hours required trainings	Licensed Agriculturist (RA 1080)
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			2
21f. Functional Competencies			Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.			2
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.			2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.			2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			2
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.			2
21g. Technical Competencies			Competency Level
Provides support and technical services for Department of Animal Science faculty and staff.			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
40%	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 and College Dean 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 Head and College Dean within two weeks after final examination f. Makes himself available for consultation by his/her students during scheduled consultation hours 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 organizations e. Submits output for possible publication/patenting		2
30%			2



25%

3. Performs administrative functions (if applicable)
- a. Lead in the preparation of documentary requirements for any relevant accreditation that the department is subjected to or the program academic offering;
  - b. Assist the College Dean and the Office of the Director of the QAC in the monitoring and evaluation of the implementation of standards required by the accrediting bodies;
  - c. Plan, organize, and periodically review and evaluated department activities and programs;
  - d. Determine placement of personnel in the department to fully utilize human resources (talents and capabilities)
  - e. Assists the Dean in the recruitment, promotion, transfer and separation of faculty;
  - f. Undertake department budget analysis and submit recommendation for department's annual budget
  - g. Perform other functions as the Dean may assign.

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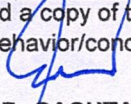
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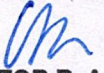
4. Performs other functions, among others:
- a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
  - b. Performs other functions assigned by the College Dean, Vice Presidents and the University President

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**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.

  
**MANUEL D. GACUTAN JR, MAY 2, 2024**  
Employee's Name, Date and Signature

  
**VICTOR B. ASIO, MAY 2, 2024**  
Supervisor's Name, Date and Signature



