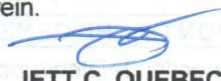| Republic of the Philippines **POSITION DESCRIPTION FORM** **DBM-CSC Form No. 1** (Revised Version No. 1 , s. 2017)	**1. POSITION TITLE (as approved by authorized agency) with parenthetical title** **ASSOCIATE PROFESSOR IV**

2. ITEM NUMBER	3. SALARY GRADE
	22

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

☐ Province		☐ 1st Class		☐ 5th Class	
☑ City		☐ 2nd Class		☐ 6th Class	
☐ Municipality		☐ 3rd Class		☐ Special	
		☐ 4th Class			

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE
VISAYAS STATE UNIVERSITY	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES

7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK
COLLEGE OF ARTS AND SCIENCES	VSU, BAYBAY CITY, LEYTE

9. PRESENT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
NA	NA	Php69, 963.00	ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
DEPARTMENT HEAD	COLLEGE DEAN

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, Laptop, Printer, Projector, Calculator

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasiona	Frequ
Executive / Supervisors	☐	☑	General Public	☐	
Non-Supervisors	☑	☐	Other Agencies	☐	
Staff	☑	☐	Others (Please Specify):		
	☑	☐			

18. WORKING CONDITION

Office Work	☑	☐	Other/s (Please Specify)
Field Work	☐	☐	

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Implements the approved degree programs and do research, extension and production functions

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Performs instruction related function, research and extension and other activities of the department.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral Degree	3 years of relevant experience	16 hours of relevant training	none required

21e. Core Competencies	Competency
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
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	3
2. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	4
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment	3
4.Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.	3
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs	3
6. Research Development Extension Management - Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.; Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies	2

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency
80%	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	2
15%	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	2
5%	3. 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	2

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.

GLENN G. PAJARES   Aug 22, 2022

Employee's Name, Date and Signature

JETT C. QUEBEC   9/1/2022

Supervisor's Name, Date and Signature