
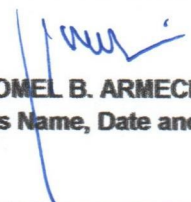


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; font-weight: bold; padding: 10px;">Associate Professor IV</div>	
2. ITEM NUMBER		3. SALARY GRADE	
		SG-22	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		OFFICE OF THE PRESIDENT	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
			ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
DIRECTOR		VICE PRESIDENT FOR RESEARCH & EXTENSION	
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			
DESKTOP COMPUTER, LAPTOP, PRINTER, LCD PROJECTOR, CAMERA, DRONE, LARGE FORMAT PLOTTER/SCANNER, GNSS SURVEY EQUIPMENT, GLOBAL POSITIONING SYSTEM, ECOSOUNDER,			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Occasional	Frequent	Occasional	Frequent
Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): _____
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Conducts research and extension activities related to natural resource assessment and natural farming systems.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Prepare and submit research proposals related to natural resource assessment and natural farming systems; Conduct research and submit results for publication in referee journals; Provide technical support to LGUs and other agencies related to his/her expertise.			

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant masteral degree	3 yrs of relevant experience	16 hours of relevant training	None required
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
F1. Administrative Service Management - Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular			4
F3. Consultation and Advising - Addresses issues and concerns affecting students' academic performance by strictly following the consultation time schedule, responds to queries and implements interventions which result to highly satisfied clients.			4
F4. Critical Thinking and Problem-solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.			3
F7. Facilitating Learner- Centered Environment - Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.			4
F13. ICT Management - Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.			3
F16. Innovative Teaching Strategies - Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment			3
F19. Peer Monitoring - Develops and equips junior faculty for higher level position through learning by observing and doing; collaborative teaching, research and extension activities; partnership in writing publications and participation in conferences and technical fora, so that VSU's academic excellence will be sustained.			2
F23. Project Management - Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals.; Is keen and quick in understanding and dealing with a project situation in a manner that is likely to lead to a good outcome.; and Conceptualizes, develops, implements, and evaluates programs and projects whether routine, non-routine, ad hoc or task force assignments.			4
F25. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs resulting to wide dissemination of information and technology.			4
F26. Quality Assurance - Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies.			2
F28. 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

F30. 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.		1
F32. Sharing Expertise and Linkaging -Shares technical expertise and links with other institutions through the conduct of trainings, seminar-workshops, lectures, conferences and consultancy services to increase knowledge, skills and expertise of clients based on pre and post evaluations.		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
15%	1. Teaches graduate subjects and serves as adviser/member of the advisory committee of thesis students. a. Prepares and revised teaching materials. b. prepares and administers performance evaluation of students (quizzes; 1 hour exams; midterm and final examinations) c. Checks examination papers and return to students. d. Schedules regular consultation meeting with students e. Checks thesis outline/manuscripts of advisees. f. Submits grades of students in due time/	2
70%	2. Conducts research/extension/technical assistance activities a. Prepares research/extension proposals in area of my expertise for submission to funding agencies. b. Implements approved research/extension proposal. c. Submits regular research/extension reports. d. Present research/extension results to symposia. e. Presents research/extension results to VSU publication or any other CHED-recognized journals. f. Serves as technical consultant to LGUs and other clientele in areas related to my expertise.	2
10%	3. Performs administrative functions as head of VSU GIS Unit	2
5%	4. Performs other functions in various committees assigned, to wit: a. Personnel Committee (Eco-FARMI) member b. Building Maintenance Committee (Eco-FARMI) member c. Special Committee on Landuse member d. Regional Climate Change Research Center Core Group member e. Tree Management and Conservation Committee member f. Ecological Farming Systems R & D Commodity Team member	2
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;">  PASTOR P. GARCIA Employee's Name, Date and Signature </div> <div style="text-align: center;">  ROMEL B. ARMECIN Supervisor's Name, Date and Signature </div> </div>		