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| <b>Republic of the Philippines</b><br><b>POSITION DESCRIPTION FORM</b><br><b>DBM-CSC Form No. 1</b><br>(Revised Version No. 1, s. 2017) |                                     | <b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b><br><div style="text-align: center; padding: 10px;"> <b>ASSISTANT PROFESSOR IV</b> </div> |   |
| <b>2. ITEM NUMBER</b><br><div style="text-align: center; padding: 10px;"> AP4-77-2023 </div>  |                                     | <b>3. SALARY GRADE</b><br><div style="text-align: center; padding: 10px;"> S6-18 </div>   |   |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>  |                                     |   |   |
| <input type="checkbox"/> Province<br><input checked="" type="checkbox"/> City<br><input type="checkbox"/> Municipality                  |                                     | <input type="checkbox"/> 1st Class<br><input checked="" type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class<br><input type="checkbox"/> 4th Class               |   |
|   |                                     | <input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special  |   |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>   |                                     | <b>6. BUREAU OR OFFICE</b>  |   |
| STATE, UNIVERSITIES AND COLLEGES  |                                     | VISAYAS STATE UNIVERSITY  |   |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b>  |                                     | <b>8. WORKSTATION / PLACE OF WORK</b>   |   |
| DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE   |                                     | VSU, BAYBAY CITY, LEYTE   |   |
| <b>9. PRESENT APPROP ACT</b>  | <b>10. PREVIOUS APPROP ACT</b>      | <b>11. SALARY AUTHORIZED</b>  | <b>12. OTHER</b>  |
|   |                                     |   | ACA/PERA P2,000.00  |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>   |                                     | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>   |   |
| HEAD, DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE  |                                     | DEAN, FACULTY OF HUMANITIES AND SOCIAL SCIENCES   |   |
| <b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>  |                                     |   |   |
| <i>(if more than seven (7) list only by their item numbers and titles)</i>  |                                     |   |   |
| POSITION TITLE  |                                     | ITEM NUMBER   |   |
| <b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>   |                                     |   |   |
| Computer, printer, laptop, projector  |                                     |   |   |
| <b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>  |                                     |   |   |
| <b>17a. Internal</b>  | <b>Occasional</b>                   | <b>Frequ</b>  | <b>17b. External</b>  |
| <b>Occasional</b>   | <b>Frequent</b>                     | <b>Occasional</b>   | <b>Frequent</b>   |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/>  | <div style="text-align: center;"> <input type="checkbox"/> admin offices </div> |
| <b>18. WORKING CONDITION</b>  |                                     |   |   |
| Office Work   | <input checked="" type="checkbox"/> | Other/s (Please Specify)  |   |
| Field Work  | <input type="checkbox"/>            |   |   |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>   |                                     |   |   |
| Implements the approved degree programs, to conduct instruction, research and extension   |                                     |   |   |



| 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 MS Degree but preferably with Doctorate degree in English Language Studies  | 2 years of relevant experience   | 8 hours of relevant training | PRC License, if applicable |
| 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  |  |                              | 1                          |
| 21f. Functional Competencies   |  |                              | Competency Level           |
| 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-   |  |                              | 3                          |
| 3. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.  |  |                              | 3                          |
| 4. Innovative Teaching Strategies - Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing  |  |                              | 3                          |
| 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs resulting to wide dissemination of information and technology.  |  |                              | 3                          |
| 6. Research 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 |  |                              | 3                          |
| 7. Extension Management - Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements  |  |                              | 3                          |
| 8. 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   |  |                              | 3                          |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)  |  |                              | Competency Level           |
| Percentage of Working Time   | (State the duties and responsibilities here:)  |                              |                            |
| 80%  | 1. Teaches assigned subjects and performs other teaching related functions, among others, the following:<br>a. Prepares and revised teaching materials/guides and submit to department head<br>b. Prepares and gives examinations (mid/final/long/quizzes)<br>c. Checks test papers and returns to students one week after examination<br>d. Submits grade sheets within prescribed period to the Registrar through the department<br>e. Turns over class records to department heads within two weeks after final examination<br>f. Makes himself available for consultation by his/her students during<br>2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of |                              | 2                          |
| 10%  |  |                              | 2                          |

|    |  |   |
|----|--|---|
| 5% | 3. Performs administrative functions (if applicable)   | 2 |
| 5% | 4. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br>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.

 05/13/25  
**PRECIOUS C. DOMINGO**  
 Employee's Name, Date and Signature

 05/13/25  
**CHERRY N. ROLA**  
 Supervisor's Name, Date and Signature