



**REPUBLIC OF THE PHILIPPINES  
JOB DESCRIPTION FORM**

1. POSITION TITLE (as authorized by DBM)

PROFESSOR III

2. ITEM NO.:

3. SALARY GRADE : 28

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

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT/BRANCH/DIVISION

8. WORKSTATION/PLACE OF WORK

DEPARTMENT OF STATISTICS

VSU , Baybay

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P137,195.00/month

ACA PERA P2,000/month

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Dept. of Statistics

Dean, College of Arts and Sciences

15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles) None

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

Laboratory equipment, computer, printer, laptop, projector, 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:	( )	(x)
Staff	( )	(x)	Admin Offices		

18. WORKING CONDITION

Office Work	(x)	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, production and administrative functions

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

Performs instruction, research and extension functions of the department and administrative functions of designated position.

21. QUALIFICATION STANDARDS



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

21e. CORE COMPETENCIES

- |  | Competency Level |
|--|------------------|
| 1. Exemplifying Integrity and Professionalism<br>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules                            | 2                |
| 2. Delivering Service Excellence<br>Complies with VSU's and CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. | 2                |
| 3. Communication Savy – effectively delivers message that focus on facts or information  | 2                |

4. <b>Interpersonal Relationship Management</b> - Effectively communicates with colleagues, customers/clients 5. <b>Change Adaptation Management</b> – Works effectively with a variety of people and situation 6. <b>Gender-responsive Management</b> – Provides gender equality and women empowerment to address gender-related problems and issues	
<b>21g. 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>21h. LEADERSHIP COMPETENCIES</b>	<b>Competency Level</b>
1. <b>Facilitating Learner-Centered Environment</b> – Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning	2
2. <b>Innovative Learning Strategies</b> – Applies principles and develops teaching strategies by designing outcome-based syllabi to adapt to changing educational landscape.	2
3. <b>Innovative Instructional Materials Development</b> - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environments	2
4. <b>Filipino Values Restoration</b> - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	2
5. <b>Publication Writing</b> – Develops and produces scientific articles for peer-reviewed journals by utilizing research outputs	2
<b>21i. TECHNICAL COMPETENCIES</b>	<b>Competency Level</b>
Provides statistical support and technical services for Statistics faculty and staff, non-statistics graduate students, statistics undergraduate students and university researchers.	2



22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	DUTIES	
30%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	1
	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	
5%	2. Performs research and/or extension functions, among others the following:	1
	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	
60%	3. Performs administrative functions (of designated position)	2
5%	4. Performs other functions, among others:	2
	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	
<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.		
 Employee's Name, Date and Signature		 Supervisor's Name, Date and Signature
REMBERTO A. PATINDOL 1/31/20		NORBERTO E. MILLA 1/31/20