

**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 V**

**2. ITEM NUMBER**

**APRO5-9-2022**

**3. SALARY GRADE**

**SG-23**

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

☐ Province  
☒ City  
☐ Municipality

☐ 1st Class  
☐ 2nd Class  
☐ 3rd Class

☐ 5th Class  
☐ 6th Class  
☐ Special

**5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT**

**VISAYAS STATE UNIVERSITY**

**6. BUREAU OR OFFICE**

**OFFICE OF THE PRESIDENT**

**7. DEPARTMENT / BRANCH / DIVISION**

**Department of Pure and Applied Chemistry**

**8. WORKSTATION / PLACE OF WORK**

**VSU, BAYBAY CITY, LEYTE**

**9. PRESENT APPROP**

**10. PREVIOUS APPROP ACT**

*NA*

**11. SALARY AUTHORIZED**

**78,455.00**

**12. OTHER**

**ACA/PERA P2,000.00**

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

**Dean, College of Arts and Sciences**

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

**Vice President for Academic Affairs**

**15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED**

*(if more than seven (7) list only by their item numbers and titles)*

**Professor VI**

**PROF6-10-2022**

**Associate Professor V**

**APRO5-15-2019**

**Associate Professor V**

**APRO5-17-2014**

**Instructor III**

**INST3-17-2019**

**Instructor II**

**INST2-15-2019**

**Instructor I**

**INST1-18-2013**

**Instructor I**

**INST1-21-2014**

**Instructor I**

**INST1-41-2020**

**Instructor I**

**INST1-3-2013**

**Instructor I**

**INST1-40-2020**

**Instructor I**

**INST1-59-2012**

**Instructor I**

**INST1-5-2017**

**Instructor I**

**INST1-6-2016**

**Laboratory Technician II**

**LABT2-1-2002**

**Admin Aide VI**

**ADA6-87-2004**

**Admin Aide I**

**ADA1-168-2004**

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

**Computer, printer, laptop, projector, calculator**

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

**17a. Internal**

**Occasional**

**Frequent**

**17b. External**

**Occasional**

**Frequent**

**Executive /**

☒

☐

**Supervisors**

☐

☒

**Non-Supervisors**

☒

☐

**Staff**

☐

☒

**General Public**

☒

☐

**Other Agencies**

☒

☐

**Others (Please Specify):**

**admin offices**

**18. WORKING CONDITION**

**Office Work**

☐

☒

**Field Work**

☐

☐

**Other/s (Please Specify)**



<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
To conduct instruction, research and extension			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
To conduct instruction, research and extension			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Relevant Masteral degree	pls. see separate sheet	pls. see separate sheet	PRC License
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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			3
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			3
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			3
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			3
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.			3
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues			3
<b>21f. Functional Competencies</b>			<b>Competency Level</b>
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.			4
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course			4
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.			4
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			4
5. 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 maximizes technologies needed to improve the lives of mankind.			3
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.			4
<b>21g. Technical Competencies</b>			<b>Competency Level</b>
Provides support and technical services for Chemistry faculty and staff.			4
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
<b>Percentage of Working Time</b>	<b>(State the duties and responsibilities here:)</b>		
30%	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. <del>Submits needs sheets within prescribed period to the Registrar through the department</del>		4
10%	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 prepares reports within the prescribed period		3
50%	3. Performs administrative functions (if applicable)		2
10%	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 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.

 9/15/2022

**ELIZABETH S. QUEVEDO**  
Employee's Name, Date and Signature



**MA. THERESA P. LORETO**  
Supervisor's Name, Date and Signature