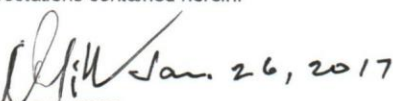

 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		1. POSITION TITLE (as authorized by DBM)	
		PROFESSOR V	
2. ITEM NO.: PROF5-2-2016		3. SALARY GRADE : 28	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
PHILIPPINE ROOTCROPS RESEARCH AND TRAINING CENTER (PHILROOTCROPS)		VSU, Baybay City	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P 1156356	ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Director, PhilRootcrops		Director, PhilRootcrops	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles) Research Assistant			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Assorted laboratory equipment in biotechnology and genetics, computer and peripheral equipment, projectors, camera, and assorted agricultural production tools and equipment			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	(x)	( )	General Public
Non Supervisors	( )	(x)	Other Agencies
Staff and students	( )	(x)	Others (Please specify: Media)
	( )	(x)	
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Specify)	(x)
Field Work	(x)	classroom work	
		laboratory work	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Implements the approved research and extension programs and do instruction and production functions			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Performs instruction, research, and extension functions of the department.			

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Doctoral Degree	5 years of relevant experience	32 hours of relevant training	None required
21e. CORE COMPETENCIES			Competen cy Level
<b>1. Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
<b>2. Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.			1
<b>3. Solving Problems and Making Decisions</b> Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.			1
21f. FUNCTIONAL COMPETENCIES			Competen cy Level
<b>1. Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			1
<b>2. 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
<b>3. Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work			1
<b>4. Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.			1
21g. TECHNICAL COMPETENCIES			Competency Level
1. Expertise in the fields of biotechnology, genetics, molecular biology, plant breeding, plant tissue culture 2. Expertise in the conduct of scientific research in biology and agriculture 3. Very competent in preparing and presenting scientific reports 4. Broad experience in imparting knowledge to professionals, students, technicians, farmers and the general public			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level



Percent of Working Time	DUTIES	
35%	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 hours	
50%	2. Performs research and/or extension functions, among others the following:	
	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	
	3. Performs administrative functions (if applicable)	
15%	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	
23. ACKNOWLEDGMENT AND ACCEPTANCE		
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.		
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   <b>NESTOR L. PIDO</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>ERLINDA A. VASQUEZ</b>  Supervisor's Name, Date and Signature </div> </div>		