

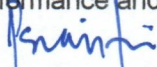
Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Assistant Professor III			
2. ITEM NUMBER AP3-16-2022		3. SALARY GRADE SG 17			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input 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"/> </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 VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE Office of the VP for Research, Extension and Innovation (OVPREI)			
7. DEPARTMENT / BRANCH / DIVISION ViCARP		8. WORKSTATION / PLACE OF WORK VSU, Visca, BAYBAY CITY, LEYTE			
9. PRESENT APPROP N/A	10. PREVIOUS APPROP ACT N/A	11. SALARY AUTHORIZED 41,508.00	12. OTHER ACA/PERA P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Director, ViCARP & VP for REI		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VSU President/ViCARP-RRDCC Chair			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE		ITEM NUMBER			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, laptop, projector, telephone, camera, calculator					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
		17b. External		Occasio	
		General Public		<input checked="" type="checkbox"/>	
		Other Agencies		<input type="checkbox"/>	
		Others (Please Specify):		admin offices	
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Conduct monitoring and evaluation of RDE projects implemented by the ViCARP member-agencies Conduct research, extension and innovation activities					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Plan/coordinate/facilitate in the conduct of consortium sponsored RDE programs/projects/activities. Plan/coordinate/facilitate in the conduct of monitoring and evaluation of RDE projects implemented by the ViCARP member-agencies. Conduct instruction, research and extension activities					


21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	1 year Relevant Experience	4 hrs 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			1
21f. Functional Competencies			Competency Level
Facilitating Learner-Centered Environment - Explores the fundamental principles, processes and practices anchored on learner-centeredness. Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.			3
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 educational landscape.			3
Peer Mentoring - 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.			1
Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs resulting to wide dissemination of information and technology.			3
Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.			2
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.			2
21g. Technical Competencies			Competency Level
Facilitates in the conduct of monitoring and evaluation of RDE projects and the conduct of RDE programs/projects/activities for the ViCARP network			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
50%	Assists in the overall ViCARP operations such as: a) Plan/coordinate/facilitate in the conduct of meetings, workshops, trainings, field visits & other consortium activities b) Plan/coordinate/facilitate in the conduct of reviews for on-going and completed projects in the ViCARP network c) Plan/coordinate/facilitate in the conduct of Regional RDE Symposium d) Prepare/Facilitate communications & documents for action e) Preparation/consolidation and submission of reports f) Monitoring and control of allotment and expenditures of ViCARP funds g) Provide administrative support to the consortium h) Facilitate requests from member-agencies & within VSU clients		2

35%	<p>Teaches assigned subject and performs other teaching related functions, among others, the following;</p> <ul style="list-style-type: none"> a) Prepares/revised teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return to students one week after exam. d) Submits grade sheet within prescribed period to the Registrar through the department e) Turns over class records to department head two weeks after final examination f) Makes herself available for consultation by her students during scheduled consultation hours 	2
15%	<p>Performs other duties and functions</p> <ul style="list-style-type: none"> a) Performs functions relative to committee memberships in ad hoc assignments b) Participates in co-curricular activities c) Performs other functions assigned by the ViCARP Director/Vice President for Research, Extension and Innovation/VSU President/ViCARP RRDCC Chair and other superiors 	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.


PAULINE S. CAINTIC
 Employee's Name, Date and Signature
 Sept. 15, 2022


MARIA JULIET C. CENIZA
 Supervisor's Name, Date and Signature
 Sept. 15, 2022