

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1

1. POSITION TITLE (as approved by authorized agency) with
parenthetical title

Assistant Professor I

2. ITEM NUMBER

VISCAB-AP1-14-2024

3. SALARY GRADE

SG 15

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

- ☐ Province
☒ City
☐ Municipality

- ☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

- ☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY

7. DEPARTMENT / BRANCH / DIVISION

DEPARTMENT OF FOOD SCIENCE AND TECH.

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

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

POSITION TITLE

ITEM NUMBER

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)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

To conduct instruction, research, extension and production

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

To conduct instruction, research and extension

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

21c. Training

21d. Eligibility

Relevant Masteral
degree

NONE REQUIRED

NONE REQUIRED

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 and promotes the highest standards for individual and university performance by upholding university mandate, core values, policies and guidelines taking into consideration impact one's actions and decisions in ensuring that public interest is upheld at all times.

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;

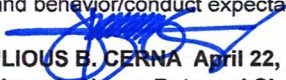

2

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 and issues		1
21f. Functional Competencies		Competency Level
1. Consultation and Advising- Evaluates issues, concerns and problems of students to determine possible solutions or the needed courses of actions		2
2. Critical Thinking and Problem-Solving- Analyzes and interprets available data and proposes possible solutions to address the problem/situation		2
3. Facilitating Learner-Centered Environment- Evaluates the effectiveness of activities in facilitating learner-centered environment.		3
4. Filipino Values Restoration - Adopts and practices the Filipino values that are pro-God, pro-people, and pro-nature		4
5. Innovative Instructional Materials Development- Applies techniques like scaffolding for creativity and innovations		3
6. Innovative Teaching Strategies- Evaluates the effectiveness of teaching strategies in achieving the instructional objectives.		3
7. Publication Writing-Refines and produces a scientific article for publication in peer-reviewed journals Influences peers or subordinates to develop and publish scientific articles		3
8. Sharing Expertise and Linkaging- • Learns the fundamentals of technical expertise sharing and assists in benchmarking of other institutions and maintaining existing linkages at the institutional level		1
21g. Technical Competencies		Competency Level
Provides support and technical services for the Department of Food Science and Technology faculty and staff.		2
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: 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	2
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 d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting	2
5%	3. Performs administrative functions (if applicable)	2
5%	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.		
 JULIOUS B. CERNA April 22, 2024 Employee's Name, Date and Signature		 LYNETTE C. CIMAERANCA April 22, 2024 Supervisor's Name, Date and Signature