Assistant Professor II Revised Version No. 1			POSITION TITLE (as approved by authorized agency) with parenthetical title Assistant Professor II	
Security				
1. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS Province 1st Class 6th Class 6th Class 6th Class 7th	. ITEM NUMBER	4	3. SALARY GRADE	
Province 1st Class 3th C	VISCAD - AP2 - 19 -	2014 primade	e decole and specific and adapts on second to ward specific calling the second and adapts on second adapts on second and adapts of second and adapts on second and adapts on second and adapts on second adapts on second and adapts on second adapts on second and adapts on second adapts of second adapts on second adapts on second adapts on second adapts of second adapts on second adapts	And work with a real management of the second and a second and a second management skylic appropriately undersing with change
DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	FOR LOCAL GOVERNMEN	IT POSITION, ENUMERATI	E GOVERNMENTAL UNIT AND C	LASS
VISAYAS STATE UNIVERSITY VISAYAS STATE UNIVERSITY DEPARTMENT / BRANCH / DIVISION Department of Agricultural and Biosystems Engineering VSU, BAYBAY CITY, LEYTE DEPARTMENT / BRANCH / DIVISION NCA/PERA P2,000.00 ACA/PERA P2,000.00 AC	☑ City	☐ 2nd	d Class I Class	☐ 6th Class
DEPARTMENT / BRANCH / DIVISION B. WORKSTATION / PLACE OF WORK Department of Agricultural and Biosystems Engineering VSU, BAYBAY CITY, LEYTE J. PRESENT APPROP 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION ACA/PERA P2,000.00 ACA/PERA P2,000.00 ACA/PERA P2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Head, DABE DIRECTLY SUPERVISED (If more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER B. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, taptop, projector, calculator 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / General Public Dither Agencies Dither Agencie		ATION OR AGENCY/	6. BUREAU OR OFFICE	n Commission Charles Commission
Department of Agricultural and Biosystems Engineering VSU, BAYBAY CITY, LEYTE 3. PRESENT APPROP 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATIO ACA/PERA P2,000.00 ACA/PERA P2,000.00 ACA/PERA P2,000.00 14. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Head, DABE Dean, Faculty of Engineering 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 172. Internal Occasional Frequent 17b. External Occasional Frequent Executive /	VISAYAS STATE	UNIVERSITY	FACULTY OF ENGINEERING	
10. PREVIOUS APPROP 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION	. DEPARTMENT / BRANCH	DIVISION	8. WORKSTATION / PLACE OF WORK	
ACA/PERA P2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DABE Dean, Faculty of Engineering 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 /	Department of Agricultural an	nd Biosystems Engineering	VSU, BAYBA	Y CITY, LEYTE
14. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (If more than seven (7) list only by their item numbers and titles) 17EM NUMBER 17EM	. PRESENT APPROP 10. P	REVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
Head, DABE Dean, Faculty of Engineering (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER (coursional Frequent ITEM NUMBER ITEM NUMBER ITEM NUMBER ITEM NUMBER (Coursional Frequent ITEM NUMBER ITEM	npatency Level	angles) Con	steff. NVSIGILITIES (Technical Compete	ACA/PERA P2,000.00
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) POSITION TITLE			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
(if more than seven (7) list only by their item numbers and titles) POSITION TITLE	3. POSITION TITLE OF IMMI	EDIATE SUPERVISOR	14. POSITION TITLE OF NEXT	HIGHER SUPERVISOR
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 /		hing related on the	ed subjects and performs other terc	1. Teaches assigne
Computer, printer, laptop, projector, calculator 7. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive /	Head, D	DABE colored by the color of th	Dean, Faculty SUPERVISED	rof Engineering
7. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive /	Head, D	DABE EM OF THOSE DIRECTLY (if more than seven (7) list	" Dean, Faculty SUPERVISED to only by their item numbers and title	ongless serioseT
17a. Internal Occasional Frequent 17b. External Occasional Frequent	Head, E 5. POSITION TITLE, AND ITE POSITION	DABE EM OF THOSE DIRECTLY (if more than seven (7) list	Dean, Faculty SUPERVISED t only by their item numbers and title	of Engineering (1) (2) (2) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4
Executive /	Head, E 5. POSITION TITLE, AND ITI POSITION	DABE EM OF THOSE DIRECTLY (if more than seven (7) list N TITLE TOOLS, ETC., USED REGU	Dean, Faculty SUPERVISED t only by their item numbers and title ITEM N JLARLY IN PERFORMANCE OF V	or of Engineering (1) es) NUMBER WORK Integeb entinguouri sees annohos
Office Work Field Work Other/s (Please Specify) Other/s (Please Specif	Head, D 5. POSITION TITLE, AND ITI POSITION 6. MACHINE, EQUIPMENT, 7. CONTACTS / CLIENTS / S	DABE EM OF THOSE DIRECTLY (if more than seven (7) list N TITLE TOOLS, ETC., USED REGULATION Computer, printer STAKEHOLDERS	Dean, Faculty SUPERVISED t only by their item numbers and title ITEM N ULARLY IN PERFORMANCE OF V r, laptop, projector, calculator	engices as dose T y of Engineering on the consuler is es) NUMBER WORK The geo and neground See as a consuler is Guita/Shot
Field Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implements the approved degree programs and do research, extension, and production functions 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 courses with board exam	Head, D 5. POSITION TITLE, AND ITI POSITION 6. MACHINE, EQUIPMENT, 7. CONTACTS / CLIENTS / S 17a. Internal Executive / Supervisors Non-Supervisors	EM OF THOSE DIRECTLY (if more than seven (7) list N TITLE TOOLS, ETC., USED REGU Computer, printer STAKEHOLDERS Coasional Frequent	Dean, Faculty SUPERVISED t only by their item numbers and title ITEM N JLARLY IN PERFORMANCE OF V r, laptop, projector, calculator 17b. External General Public Other Agencies	of Engineering of Engineering over the control of
Implements the approved degree programs and do research, extension, and production functions 10. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) To conduct instruction, research and extension 11. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility Relevant Masteral degree NONE REQUIRED NONE REQUIRED NONE REQUIRED Courses with board exam	POSITION TITLE, AND ITI POSITION 6. MACHINE, EQUIPMENT, 7. CONTACTS / CLIENTS / S 17a. Internal Executive / Supervisors Non-Supervisors Staff 8. WORKING CONDITION	EM OF THOSE DIRECTLY (if more than seven (7) list N TITLE TOOLS, ETC., USED REGU Computer, printer STAKEHOLDERS Ccasional Frequent	Dean, Faculty SUPERVISED I only by their item numbers and title ITEM N JLARLY IN PERFORMANCE OF V In, laptop, projector, calculator 17b. External General Public Other Agencies Others (Please Specify):	of Engineering of Engineering over the control of
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 courses with board exam	POSITION TITLE, AND ITE POSITION 6. MACHINE, EQUIPMENT, 7. CONTACTS / CLIENTS / S 17a. Internal Executive / Supervisors Non-Supervisors Staff 8. WORKING CONDITION Office Work	EM OF THOSE DIRECTLY (if more than seven (7) list N TITLE TOOLS, ETC., USED REGU Computer, printer STAKEHOLDERS Ccasional Frequent	Dean, Faculty SUPERVISED I only by their item numbers and title ITEM N JLARLY IN PERFORMANCE OF V In, laptop, projector, calculator 17b. External General Public Other Agencies Others (Please Specify):	of Engineering of Engineering over the control of
To conduct instruction, research and extension 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility Relevant Masteral NONE REQUIRED NONE REQUIRED NONE REQUIRED courses with board exam	POSITION TITLE, AND ITI POSITION 6. MACHINE, EQUIPMENT, 7. CONTACTS / CLIENTS / S 17a. Internal O Executive / Supervisors Non-Supervisors Staff 8. WORKING CONDITION Office Work Field Work	EM OF THOSE DIRECTLY (if more than seven (7) list N TITLE TOOLS, ETC., USED REGULATION Computer, printer STAKEHOLDERS Coasional Frequent	SUPERVISED t only by their item numbers and title ITEM N JLARLY IN PERFORMANCE OF V r, laptop, projector, calculator 17b. External General Public Other Agencies Others (Please Specify): Other/s (Please Specify)	of Engineering of Engineering
21a. Education 21b. Experience 21c. Training 21d. Eligibility Relevant Masteral NONE REQUIRED NONE REQUIRED NONE REQUIRED courses with board exam	Head, D 5. POSITION TITLE, AND ITI POSITION 6. MACHINE, EQUIPMENT, 7. CONTACTS / CLIENTS / S 17a. Internal O Executive / Supervisors Non-Supervisors Staff 8. WORKING CONDITION Office Work Field Work 9. BRIEF DESCRIPTION OF	EM OF THOSE DIRECTLY (if more than seven (7) list N TITLE TOOLS, ETC., USED REGU Computer, printer STAKEHOLDERS Coasional Frequent U THE GENERAL FUNCTIO	Dean, Faculty SUPERVISED t only by their item numbers and title ITEM N ULARLY IN PERFORMANCE OF V r, laptop, projector, calculator 17b. External General Public Other Agencies Others (Please Specify): Other/s (Please Specify)	Occasional Frequent admin offices
21a. Education 21b. Experience 21c. Training 21d. Eligibility Relevant Masteral degree NONE REQUIRED NONE REQUIRED NONE REQUIRED courses with board exam	POSITION TITLE, AND ITI POSITION 6. MACHINE, EQUIPMENT, 7. CONTACTS / CLIENTS / S 17a. Internal Executive / Supervisors Non-Supervisors Staff 8. WORKING CONDITION Office Work Field Work 9. BRIEF DESCRIPTION OF Implements the	EM OF THOSE DIRECTLY (if more than seven (7) list N TITLE TOOLS, ETC., USED REGULATION Computer, printer STAKEHOLDERS Coasional Frequent	Dean, Faculty SUPERVISED t only by their item numbers and title ITEM N JLARLY IN PERFORMANCE OF V r, laptop, projector, calculator 17b. External General Public Other Agencies Others (Please Specify): Other/s (Please Specify) N OF THE UNIT OR SECTION s and do research, extension, and p	Occasional Frequent admin offices
Relevant Masteral NONE REQUIRED NONE REQUIRED NONE REQUIRED except f courses with board exam	POSITION TITLE, AND ITI POSITION 6. MACHINE, EQUIPMENT, 7. CONTACTS / CLIENTS / S 17a. Internal Executive / Supervisors Non-Supervisors Staff 8. WORKING CONDITION Office Work Field Work 9. BRIEF DESCRIPTION OF	EM OF THOSE DIRECTLY (if more than seven (7) list N TITLE TOOLS, ETC., USED REGULATION Computer, printer STAKEHOLDERS Coasional Frequent	Dean, Faculty SUPERVISED t only by their item numbers and title ITEM N JLARLY IN PERFORMANCE OF V r, laptop, projector, calculator 17b. External General Public Other Agencies Others (Please Specify): Other/s (Please Specify) N OF THE UNIT OR SECTION s and do research, extension, and p	Occasional Frequent admin offices
	POSITION TITLE, AND ITE POSITION 6. MACHINE, EQUIPMENT, 7. CONTACTS / CLIENTS / S 17a. Internal O Executive / Supervisors Non-Supervisors Staff 8. WORKING CONDITION Office Work Field Work 9. BRIEF DESCRIPTION OF Implements the	EM OF THOSE DIRECTLY (if more than seven (7) list N TITLE TOOLS, ETC., USED REGU Computer, printer STAKEHOLDERS ICCASIONAL Frequent THE GENERAL FUNCTIO approved degree program THE GENERAL FUNCTIO To conduct instru	SUPERVISED t only by their item numbers and title ITEM N JLARLY IN PERFORMANCE OF V r, laptop, projector, calculator 17b. External General Public Other Agencies Others (Please Specify): Other/s (Please Specify) N OF THE UNIT OR SECTION s and do research, extension, and public of the position of	or of Engineering or of Enginee

•

21e. Core Compete	encies	Competency Level
Exemplifying Integrity and Pethical as well as moral princip	iqqiin 2 art io silduqaa	
Delivering Service Excellent satisfaction	C.old 2:01020-M80	
3. Communication Savy - Effect	2	
Interpersonal relationship makes the clients, and work well in a team	2 333WW	
5. Change Adaptation - Works behaviour and style appropriat	s effectively with a variety of people and situations and adapts one's thinking, tely in dealing with change.	1 2° - 01 - 29A - 0:00
Gender-responsive manage related problems	ement - Promotes gender equality and women empowerment to address gender-	DITIBO A THEMHES VOO DADO!
21f. Functional Con	npetencies	Competency Level
Facilitating Learner Centere learning delivery modes to enh	ed Environment Applies theories and psychologies to facilitate various teaching- nance learning.	2 ynederlui I
Innovative Learning Strategrassed course syllabi to adapt to	2 SO NO TARONSOU TUS WIS	
	terials Development - Designs and creates learning lessons, teaching-learning ative technologies in various learning environment.	2 • • • • • • • • • • • • • • • • • • •
4. Filipino Values Restoration-	Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	2
5. Publication Writing - Develo	ops and produces scientific article for peer-reviewed journals by utilizing research	2
21g. Technical Con	npetencies	Competency Level
Provides support and	technical services for Agricultural and Biosystems Eng'g faculty and staff.	2
22. STATEMENT OF DI	UTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working	(State the duties and responsibilities here:)	
Time	Teaches assigned subjects and performs other teaching related functions, among others, the following: Prepares and revised teaching materials/guides and submit to department head	Head DABE
80%	b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after	AT 40 2 STEAK A AFTE MOITE LEADING
	d. Submits grade sheets within prescribed period to the Registrar through the department	JÜNE, EQUIPMENT, TOOKS, E
	2. Performs research and/or extension functions, among others the following:	
laaups: 1	a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time	TACTS CLIENTS STAKEHO Linternal Coustonel
10%	frame c. Prepares reports within the prescribed period d. Presents research/extension outputs during conferences/fora of	2
301008	legitimate professional organizations e. Submits output for possible publication/patenting	incervisors ☐ ☐ Reting companies
5%	3. Performs administrative functions (if applicable)	2 NoW
	Performs other functions, among others: Performs functions relative to committee memberships and other	ZI XIOV
Manager and the state of the st	ad hoc assignments including related to quality assurance and other	TES THE OF HOLDINGS THE CENT
5%	accreditation functions	nevorar 2 est stremetanti
	b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	EF DESCRIPTION OF THE GEN

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 conducties pectations contained herein.

NILO L. LEORNA Employee's Name, Date and Signature DANIEL LESLIE S. TAN
Supervisor's Name, Date and Signature

5/15/25