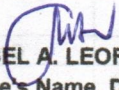
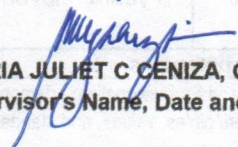


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title ASSOCIATE PROFESSOR IV			
2. ITEM NUMBER		3. SALARY GRADE			
APRO4-14-2022		22			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
VISAYAS STATE UNIVERSITY		NATIONAL COCONUT RESEARCH CENTER - VISAYAS			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
NATIONAL COCONUT RESEARCH CENTER - VISAYAS		VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
NA	NA	69,963.00	ACA/PERA P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Vice President for REI		President			
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					
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 type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Other Agencies		<input type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):		Admin offices			
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
To conduct research, extension, instruction and production					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
To conduct research, extension, instruction, production and administration					
21. QUALIFICATION STANDARDS					
21a. Education		21b. Experience		21c. Training	
Relevant Doctoral Degree		5 years relevant experience		32 hours relevant training	
				21d. Eligibility	
				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 Savvy - 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- Manifests high regard for the various needs of students and others in the academic community	2
2. Critical Thinking and Problem Solving- Identifies the problem and assesses what data are to be gathered to solve the problem/situation	2
3. Facilitating Learner Centered Environment- Develops innovative activities in facilitating learner-centered environment	3
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	4
5. Innovative Instructional Materials Development- Effectively communicate visually and verbally within pre-class	3
6. Innovative Teaching Strategies- Implements 21st Century Strategies in the classroom contained in the approved syllabi	3
7. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.	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 National Coconut Research Center - Visayas faculty and staff	2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)
60%	1. Performs research and/or extension and/or production functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension/production projects within time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/forums of legitimate professional organizations e. Submits output for possible publication/patenting
20%	2. 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 herself available for consultation by his/her students during scheduled consultation hours
10%	3. Performs administrative functions (if applicable)
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, REI Directors, Vice Presidents and the University President
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.	
 MARISEL A. LEORNA, Oct. 6, 2022 Employee's Name, Date and Signature	 MARIA JULIET C. CENIZA, Oct. 6, 2022 Supervisor's Name, Date and Signature