



**REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM**

1. POSITION TITLE (as authorized by DBM)
Associate Professor III

2. ITEM NO.: APR03 - 41 - 2016 **3. SALARY GRADE :** 21

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS
 provincial 1st class 5th class
 city 2nd class 6th class
 municipality 3rd class Special
 4th class

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY
6. BUREAU OR OFFICE

7. DEPARTMENT/BRANCH/DIVISION Department of Soil Science
8. WORKSTATION/PLACE OF WORK VSU, Visca, Baybay City, Leyte

9. PRES, APPROP ACT **1. PREV. APPROP ACT** **11. SALARY AUTHORIZED** ₱ 573,346 **12. OTHER** ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR Dean, College of Agriculture and Food Science
14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice-President for Instruction

15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED
 (if more than seven (7) list only by their item numbers and titles)
 Professor (3), Instructor (2), Administrative Aide (2), Laboratory Technician (1) Field Staff (3)

16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK
 Laboratory equipment, computer, printer, laptop, LCD/DLP, Lab chemicals, field tools

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	()	General Public	()	(x)
Supervisors	()	(X)	Other Agencies	(x)	()
Non Supervisors	()	(X)	Others (Please specify: <u>Admin Offices</u>)	()	(x)
Staff	()	(X)			

18. WORKING CONDITION
 Office Work (x) Other/s (Please Specify)
 Field Work ()

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
 Provide undergraduate and graduate students with knowledge , skills and techniques for improved understanding of soil as an important resource
 Provide research leadership in soil fertility , chemistry, biology, conservation and pedology to address environmental and agricultural problems

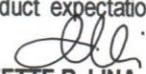
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
 Performs instruction, research and extension functions of the department.

21. QUALIFICATON STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
At least MS Graduate	Required	None	Licensed Agriculturist/Civil Service Eligible

21e. CORE COMPETENCIES

Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules
2. Delivering Service Excellence
1

Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.		1
3. Solving Problems and Making Decisions 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		Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.		1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.		1
21g. TECHNICAL COMPETENCIES		Competency Level
Provide support and technical assistance to the students and community.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	DUTIES	
50 %	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. Available for consultation to students during scheduled consultation hours	1
30 %	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	1
10 %	3. Performs administrative functions – Department Head	1
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 College Dean, Vice Presidents and the University President	1
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.		
 SUZETTE B. LINA 1/30/2017 Employee's Name, Date and Signature		 VICTOR B. ASIO 30 Jan 2017 Supervisor's Name, Date and Signature