

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

Professor V

2. ITEM NUMBER

3. SALARY GRADE

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

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

National Abaca Research Center

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

Director, NARC

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice President, Research, Extension and Inovation

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, laboratory equipments

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial
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 and extension

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 Doctoral degree

NONE REQUIRED

NONE REQUIRED

NONE REQUIRED except for courses with board exam wherein RA1080 is 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

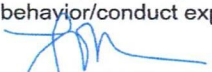

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2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction

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
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.		2
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.		2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative 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 - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.		2
21g. Technical Competencies		Competency Level
Provides support and technical services/expertise in conducting research activities related to abaca breeding, germplasm conservation, tissue culture, biotechnology and Plant Breeding and Genetics		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
60%	1. Performs research, extension, innovation and production functions in abaca such as: a. Implement research in abaca breeding, germplasm conservation (in vitro and ex vitro) b. Develops and submit research proposals to funding agencies c. 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
20%	2. Teaches assigned subjects in the field of plant breeding, tissue culture, plant genetic resources and crop physiology and performs other teaching related functions such as: a. Prepares and revised teaching materials/guides and submit to department head b. Acts as academic adviser and thesis adviser to undergraduate and graduate students 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. Be available for consultation to her advisees/students during scheduled consultation hours	2
10%	3. Performs extension functions related to abaca such as: a. provide technical expertise to clientele b. act as resource person during trainings, consultations and field visits to clientele	2
10%	4. Performs administrative functions such as: 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 c. Perform function as ISO internal auditor d. Acts as expert in research-related functions in the university, regional and national committees/technical working groups	2
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  LUZ O. MORENO/4-24-2024 Employee's Name, Date and Signature </div> <div style="text-align: center;">  ROMMEL B. ARMECIN 5/2/24 Supervisor's Name, Date and Signature </div> </div>		