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 III**

2. ITEM NUMBER	**3. SALARY GRADE**
ASSOC PROF1-4-2022	Salary Grade 21

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

☐ Province	☑ 1st Class	☐ 5th Class
☑ City	☑ 2nd Class	☐ 6th Class
☐ Municipality	☐ 3rd Class	☐ Special
	☐ 4th Class	

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

7. DEPARTMENT / BRANCH / DIVISION	**8. WORKSTATION / PLACE OF WORK**
Department of Economics	VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP	**10. PREVIOUS APPROP ACT**	**11. SALARY AUTHORIZED**	**12. OTHER COMPENSATION**
NA	NA	62,449	ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**
Dean, College of Management and Economics	Vice President for Academic Affairs, Visayas State University

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

desktop computer, laptop, printer, smart TV, projector

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive /	☐	☑	General Public	☑	☐
Supervisors	☐	☑	Other Agencies	☑	☐
Non-Supervisors	☐	☑	Others (Please Specify):	admin offices	
Staff	☐	☑			

18. WORKING CONDITION

Office Work	☑	☑	Other/s (Please Specify)
Field Work	☐	☐	

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

To deliver instruction in undergraduate and graduate programs, revise and update curriculum, conduct research and extension activities

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
To teach courses in the undergraduate and graduate programs, supervise thesis works, conduct research and extension activities, disseminate and publish research works

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	At least 2 years of teaching experience	At least 8 hours of relevant trainings	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 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	2

21f. Functional Competencies	Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	4
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.	3
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.	3
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	4
5. Research Management- Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.	2
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.	4

21g. Technical Competencies	Competency Level
1. Supervise the conduct of thesis for undergraduate and graduate students 2. Conduct data analysis using relevant economic softwares	4

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
40%	I. Teaches assigned subjects and performs other teaching related functions both at the undergraduate and graduate level, 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 g. Supervise thesis of undergaduate and graduate students	4
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 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	4
25%	3. Performs administrative functions (if applicable) a. Provide overall leadership and management of the internal and external affairs of the unit b. Plan, source out funds and implement infrastructure and human resource improvement of the unit c. Initiate development needs of the academic or research unit d. Support the attainment of the vision and mission of the uniersity e. Represent the unit in university activities	2

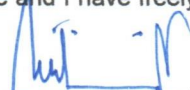|		
5%	4. Performs other functions, among others: a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b. Performs other functions assigned by the department head, College Dean, Vice Presidents and 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.

MARIA HAZEL I. BELLEZAS 9/15/22
Employee's Name, Date and Signature

MOISES NEIL V. SERIÑO 9/15/22
Supervisor's Name, Date and Signature