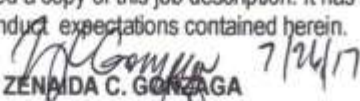
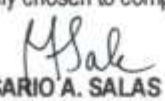
 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b>  PROFESSOR IV													
<b>2. ITEM NO.:</b> VSCAB-PROP4-4-20D		<b>3. SALARY GRADE :</b> 27 / 1													
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>															
<table><tr><td><input type="checkbox"/> provincial</td><td><input checked="" type="checkbox"/> 1<sup>st</sup> class</td><td><input type="checkbox"/> 5<sup>th</sup> class</td></tr><tr><td><input checked="" type="checkbox"/> city</td><td><input type="checkbox"/> 2<sup>nd</sup> class</td><td><input type="checkbox"/> 6<sup>th</sup> class</td></tr><tr><td><input type="checkbox"/> municipality</td><td><input type="checkbox"/> 3<sup>rd</sup> class</td><td><input type="checkbox"/> Special</td></tr><tr><td></td><td><input type="checkbox"/> 4<sup>th</sup> class</td><td></td></tr></table>				<input type="checkbox"/> provincial	<input checked="" type="checkbox"/> 1 <sup>st</sup> class	<input type="checkbox"/> 5 <sup>th</sup> class	<input checked="" type="checkbox"/> city	<input type="checkbox"/> 2 <sup>nd</sup> class	<input type="checkbox"/> 6 <sup>th</sup> class	<input type="checkbox"/> municipality	<input type="checkbox"/> 3 <sup>rd</sup> class	<input type="checkbox"/> Special		<input type="checkbox"/> 4 <sup>th</sup> class	
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<input type="checkbox"/> municipality	<input type="checkbox"/> 3 <sup>rd</sup> class	<input type="checkbox"/> Special													
	<input type="checkbox"/> 4 <sup>th</sup> class														
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>													
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  DEPARMENT OF HORTICULTURE		<b>8. WORKSTATION/PLACE OF WORK</b>  VSU , Visca, Baybay City, Leyte													
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>												
		P 1,046,748.00	ACA PERA PhP 24,000.00												
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Head, DOH		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Dean, College of Agriculture and Food Science													
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles)															
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Computer, printer, calculator, log book, ballpen LCD, blackboard, chalk, projector															
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>															
<b>17a. Internal</b>		<b>17b. External</b>													
<b>Occasional</b>	<b>Frequent</b>	<b>Occasional</b>	<b>Frequent</b>												
Executive/Managerial (x)	( )	General Public ( )	(x)												
Supervisors ( )	(x)	Other Agencies (x)	( )												
Non Supervisors ( )	(x)	Others (Please specify: (farmers) ( )	(x)												
Staff ( )	(x)		(x)												
<b>18. WORKING CONDITION</b>															
Office Work (x)		Other/s (Please Speciy)													
Field Work (x)															
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  Teaching Horticulture subjects															
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Teaching horticulture subjects,; do research, extension and production works on horticultural crops.															
<b>21. QUALIFICATON STANDARDS</b>															
<b>21a. Education</b>		<b>21b. Experience</b>													
Masteral degree in the needed field of specialization		None required													
<b>21c. Training</b>		<b>21d. Eligibility</b>													
None required		None required													
<b>21e. CORE COMPETENCIES</b>			<b>Competency Level</b>												

1. Exemplifying Integrity	1
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.	
3. Solving Problems and Making Decisions	1
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.	
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
Provides teaching services)	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percent of Working Time	DUTIES
70%	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. Submit 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
20%	2. Performs research and/or extension functions among other the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved time frame c. Prepares and submits reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submit output for possible publication/patenting
10%	3. Performs administrative functions (if applicable) 4.Performs other functions, among others; a. Performs other 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
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.	
 ZENAIDA C. GONZAGA Employee's Name, Date and Signature	 ROSARIO A. SALAS Supervisor's Name, Date and Signature