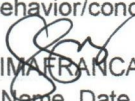
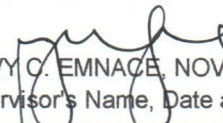


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; font-weight: bold; padding: 5px;">ASSISTANT PROFESSOR I</div>	
2. ITEM NUMBER		3. SALARY GRADE <div style="text-align: center; font-size: 1.2em;">SG 15</div>	
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"/> 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		DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
DEPARTMENT OF FOOD SCIENCE AND TECH.		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
		₱ 30,531	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head		Dean	
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, calculator			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Occasional	Frequent	Occasional	Frequent
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
			admin offices
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
To conduct instruction, research, extension and production			
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 Masteral degree	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
	1 yr. of relevant experience	4 hrs. of relevant training	
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 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 - Motivates and encourages students, colleagues and other stakeholders to practice appropriate values		4
5. Innovative Instructional Materials Development-Effectively communicates visually and verbally within pre-class activities, presentations, learners participation within the audience professional fields.		3
6. Innovative Teaching Strategies- Implements 21st century strategies in the classroom contained in the approved syllabi.		3
7. Publication Writing- Conceptualizes, develops and self-edits drafts of outline of outputs		3
8. 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
8. Extension management-identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies		2
9. 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 Department of Food Science and Technology faculty and staff.		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
40%	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. Turns over class records to department heads within two weeks after final examination f. Makes himself available for consultation by his/her students during <u>scheduled consultation hours</u>	2
45%	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	2
5%	3. Performs administrative functions (if applicable)	2
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, 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.		
 LYNETTE C. CIMAFRANCA, NOV. 18, 2019 Employee's Name, Date and Signature		 IVY C. EMNACE, NOV. 18, 2019 Supervisor's Name, Date and Signature