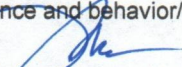



Republic of the Philippines POSITION DESCRIPTION FORM DBM – CSC Form No. 1 (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as approved by authorized agency) with parenthetical title		
			Associate professor IV		
2. ITEM NUMBER			3. SALARY GRADE		
			SG22		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE 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			6. BUREAU OR OFFICE		
STATE UNIVERSITY AND COLLEGES			VISAYAS STATE UNIVERSITY		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
Department of Horticulture			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER COMPENSATION	
	N/A	71,510		ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Head, DOH			Dean, College of Agriculture and Food Science		
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					
Syllabus, learning guides, laboratory instruments and equipment, laptop, printer, projector					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
				Occasional	Frequent
Executive / Managerial Supervisors	x			General Public	x
Non-Supervisors		x		Other Agencies	x
Staff			x	Others (Please Specify):	admin offices
18. WORKING CONDITION					
Office Work			x	Other/s (Please Specify)	
Field Work	x				
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 PhD 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			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			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 instructions to BSA students major in horticulture and, extend support and technical services for Horticulture faculty and staff.			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
80%	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 2. Performs research and/or extension functions, among others the following:	2	
10%	a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame 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	
5%	3. Performs administrative functions (if applicable)	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:		
<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 data-bbox="200 459 603 584">  MRILYN M. BELARMINO, 11//23/2023 Employee's Name, Date and Signature </div> <div data-bbox="851 459 1260 584">  ROSARIO A. SALAS, 11/23/2023 Supervisor's Name, Date and Signature </div> </div>		