1. POSITION TITLE (as approved by authorized agency) with Republic of the Philippines parenthetical title POSITION DESCRIPTION FORM DBM-CSC Form No. 1 Assistant Professor II (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE 1/ISCAB-APZ-19-2024 **SG 16** 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/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT STATE UNIVERSITY AND COLLEGES VISAYAS STATE UNIVERSITY 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK Department of Teacher Education VSU, BAYBAY CITY, LEYTE 10. PREVIOUS APPROP ACT 9. PRESENT APPROP 11. SALARY AUTHORIZED 12. OTHER COMPENSATION ACA/PERA P2.000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Head, DTE Dean, College of Education 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 CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / 1 General Public Supervisors Other Agencies 1 1 Others (Please Specify): Non-Supervisors admin offices 1 1 Staff 18. WORKING CONDITION Office Work Other/s (Please Specify) 1 Field Work 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 21d. Eligibility 21c. Training Relevant Masteral NONE REQUIRED NONE REQUIRED LICENSURE EXAMINATION degree FOR TEACHERS

21e. Core Competencies		Competency Level
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
Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction		2
Communication Savy - Effectively delivers messages that simply focus on facts or information;		2
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 Con	npetencies	Competency Level
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
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 for Education faculty and staff.		2
22 STATEMENT OF D	UTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:) 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	
80%	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: a. Prepares research/extension proposals	2
10%	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)	NA
5%	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	2
23. ACKNOWLEDGME	b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President INT AND ACCEPTANCE:	

performance and behavior/conduct expectations contained herein. MARIEVICE PENALOSA 05-02-1024

OPEL Q. MABALHIN

Supervisor's Name, Date and Signature

Dr-02-2014

Employee's Name, Date and Signature