

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1		1. POSITION TITLE (as approved by authorized agency) with parenthetical title UNIVERSITY PROFESSOR	
2. ITEM NUMBER UNIPROF-1-2011		3. SALARY GRADE 30	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE 	
7. DEPARTMENT / BRANCH / DIVISION VISAYAS STATE UNIVERSITY		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT N/A	10. PREVIOUS APPROP ACT 	11. SALARY AUTHORIZED 185, 695.00	12. OTHER COMPENSATION ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR VP FOR INSTRUCTION		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR PRESIDENT	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE University Professor		ITEM NUMBER 	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR, SOIL ANALYSIS EQUIPMENT			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff	Occasional <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Frequent <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17b. External General Public Other Agencies Others (Please Specify): _____ <input type="checkbox"/> <input type="checkbox"/>
18. WORKING CONDITION			
Office Work Field Work	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Other/s (Please Specify)
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Offers degree program in Agriculture Science; conducts research and extension activities.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Teaches graduate and undergraduate Soil Science and related courses; serves as adviser of thesis students; conduct research and extension activities; performs administrative functions; and serves as member/chairman of university committees.			
21. QUALIFICATION STANDARDS			
21a. Education Relevant doctoral degree	21b. Experience 5 years of relevant experience	21c. Training 32 hours of relevant training	21d. Eligibility None required except for courses with board examination wherein RA 1080 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		4
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction		4
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;		4
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results		4
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.		4
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues		4
21f. Leadership Competencies		Competency Level
1. Thinking Strategically and Creatively- Dreams and envisions what the future looks like for the university, thinks dimensionally, crafts strategic goals and strategies to attain that future, identifies connections that are not obviously connected and comes up with new and creative ideas to enhance organizational effectiveness and responsiveness.		2
2. Creating and Nurturing a High Performance Organization- Creates a high performing organizational culture that is purpose driven, results-based, client focused and team-oriented		2
3. Leading Change- Generates genuine enthusiasm and momentum for organizational development and change by engaging and involving groups and stakeholders to understand, support, commit and own the change agenda and to advance and sustain same for organizational effectiveness.		2
4. Building Collaborative and Inclusive Working Relationships- Builds a network of reciprocal, high trust and synergistic working relationship among employees within the organization and across other government and non-government organizations to leverage and maximize opportunities for strategic partnership with external stakeholders		2
5. Managing Performance and Coaching for Results- Creates an enabling environment which will nurture and sustains a performance based coaching culture for increased effectiveness of employees and a strong focus in developing people for current and future needs thru an active and continuing staff development program for organizational effectiveness.		2
21f. Leadership 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.		4
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment		4
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.		4
6. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs		4
7. 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		4
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	4
30%	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 scheduled consultation hours	


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	4
20%	3. Performs administrative functions (if applicable)	4
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	4

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.


VICTOR B. ASIO

Employee's Name, Date and Signature


BEATRIZ S. BELONIAS

Supervisor's Name, Date and Signature