

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

PROFESSOR IV

2. ITEM NUMBER

3. SALARY GRADE

VISCAB-PROF4-10-2024

27

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

VISAYAS STATE UNIVERSITY

COLLEGE OF EDUCATION

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

DEPARTMENT OF TEACHER EDUCATION

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

N/A

131, 124

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

HEAD, DEPARTMENT OF TEACHER EDUCATION

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, textbooks

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

☒

☐

General Public

☐

☒

Supervisors

☒

☐

Other Agencies

☒

☐

Non-Supervisors

☐

☒

Others (Please Specify):

Admin offices

Staff

☐

☒

18. WORKING CONDITION

Office Work

☐

☒

Other/s (Please Specify)

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

21c. Training

21d. Eligibility

Relevant doctoral  
degree

5 years of relevant experience

32 hours of relevant training

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	4
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer	4
3. Communication Savvy - 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	4

21f. Functional Competencies	Competency Level
1. Thinking Strategically and Creatively	2
2. Creating and Nurturing a High Performance Organization	2
3. Leading Change	2
4. Building Collaborative, Inclusive Working Relationships	2
5. Managing Performance and Coaching for Results	2

21g. Functional Competencies	Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning	4
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based	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. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research	4

21g. Technical Competencies	Competency Level
Provides support and technical services for the College of Veterinary Medicine faculty members and staff	3

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
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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>	4
30%	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. <del>Submits output for possible publication/patenting</del>	4
10%	3. Performs administrative functions as head of office	4
20%	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.

LEO A. MAMOLO, 4/22/2024

Employee's Name, Date and Signature

JOEL Q. MABALHIN

05-06-2024

Supervisor's Name, Date and Signature