

 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) ASSISTANT PROFESSOR IV			
2. ITEM NO.:		3. SALARY GRADE: 18			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS () provincial () 1st class () 5th class (x) city () 2nd class () 6th class () municipality () 3rd class () Special () 4th class					
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE			
7. DEPARTMENT/BRANCH/DIVISION Institute of Tropical Ecology & Environmental Management (ITEEM)		8. WORKSTATION/PLACE OF WORK VSU , Baybay			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER ACA PERA		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Director, ITEEM		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Forestry & Environmental Science (CFES)			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED Research Assistant (1)					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Ballpen, Pencil, Whiteboard & Pens, Desktop/Laptop Computer & Printer, LCD Projector, SCUBA Gears, Laboratory/Field Equipment					
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: Students	()	(x)
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 Implements the approved degree programs and do research, extension and production functions					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Performs instruction, research and extension functions of the department.					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
MS Degree in the area of specialization					

21e. CORE COMPETENCIES		Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules		1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.		1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.		1
21f. FUNCTIONAL COMPETENCIES		Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well-being and learning discipline.		1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.		1
21g. TECHNICAL COMPETENCIES		Competency Level
Provide technical expertise in the conduct of research and extension program of the institute and the university.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
PERCENT OF WORKING TIME	FUNCTION	
70%	INSTRUCTION 1. Teaches assigned subject and performs other teaching related functions, among others the following: a. Prepares teaching materials/guides and submit to department head. b. Conducts examination (mid/final/long hrs/quizzes). c. Checks test papers and return 1 week after exam. d. Submits grade sheet and turn over class records to department head two weeks after final examination. 2. Member in different committees. 3. Participate in the co-curricular activities.	
30%	RESEARCH/EXTENSION AND OTHERS 1. Conducts research and extension project. 2. Submits periodic research/extension reports and terminal reports; 3. Acts as resource persons and presents paper in seminars/trainings/conferences/symposia; 4. Attends seminar/conferences/trainings; 5. Participates in meetings and departmental/college/universities activities; and 6. Attends committee meetings and acts as committee member/chairman; 7. Perform other functions assigned by the Director.	
23. ACKNOWLEDGMENT AND ACCEPTANCE		
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.		
ELIZA D. ESPINOSA Employee's Name, Signature and Date		HUMBERTO R. MONTES, JR. Supervisor's Name, Signature and Date