	REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as a Drized by DBM) ASSISTANT PROFESSOR I			
F-Street Berry						
2. ITEM NO.: AP1 - 7 - 2016			3. SALARY GRADE: 15			
		, ENUMERATE GOVERNI	MENT UNIT AND CLASS	6879 July 1000	er i seri	
() provincial () city () municipality	mara vante	() 1* class () 2nd class () 3rd class () 4th class	()5º cia ()6º cia ()Specia	55	FOX TARE ghirt-rips	612 K7
5. DEPARTMENT, CORPO	RATION OR AGEN	CY/LOCAL GOVERNMENT	6. BUREAU OR O	FFICE	Nagr N	pecations
VISA	YAS STATE UNIV	/ERSITY	COLLEGE OF	EDUCATION	1	
7. DEPARTMENT/BRAI		Print sula faces	8. WORKSTATION/PLAC		DISCHE!	Seattle co.
DEPT. OF TE A CHER		V		VSU , Baybay		
9. PRES, APPROP ACT	1.	PREV. APPROP ACT	11. SALARY AUTHORIZ	ED 12. 0	12. OTHER	
	57.0000	1 Salmon	\$ 330,760	ACA PE	RA	Sub-totion//
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(if more than se	ven (7) list only b	y their item numbers and t	titles) None	COLUMN TO THE PARTY OF THE PART	- 7	
16 MACHINE, EQUIPME	ENT, TOOLS ETC	, USED REGULARLY IN P	ERFORMANCE OF WORK	Count trions		
LAPTOP, LO	D PROJECT	OR	course remembers.	omworld to	95 7	
17. CONTACTS/CLIENT	S/STAKEHOLDE	RS	and the second	OKS THE	-21	
17a, Internal	Occasional	Frequent	17b. External	Occasional	Freque	int
Executive/Managerial Supervisors Non Supervisors Staff	()	()	General Public Other Agencies Others (Please specify: Admin Offfices	18		(x) () (x)
18. WORKING CONDIT	ION	Party Skilling	RECEIVED THE REAL PROPERTY.	NA SHARING TO		
Office Work	MARCH 10 (100)	(x)	Other/s (Please Specify)	ngsigning ill sychologia		
Field Work	Territoria Chennello Constituto	()				
19. BRIEF DESCRIPTIO	N OF THE GENE	RAL FUNCTION OF THE U	INIT OR SECTION	otto more	6	
	mplements the ap	proved degree programs an	d do research, extension and	production function	ns	
20. BRIEF DESCRIPTION	N OF THE GENER	RAL FUNCTION OF THE P	OSITION (Job Summary)	doministra		
Performs instr 21. QUALIFICATON STA		and extension functions of the	he department.	attitus ili		
21a. Education	21b. E	xperience	21c. Training	21d. E	21d. Eligibility	
Masteral degree in the no field of speciali		populred	None required	None required		
21e. CORE COMPETEN	CIES	thy girl a mind for a mind	Manufacture in colo	mac distribuy	Rig Carrier	Competen cy Level
		ority and demonstrates read	iness in accepting and comply	ing with rules		1
Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.						1
Solving Proble	ems and Making I	Decisions				1

1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline. 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. 3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work. 4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation. 1. Technical Competencies 2. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) 2. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) 3. Prepares and guides and performs other teaching related functions, among others, the following: 4. Prepares and revised teaching materials/guides and submit to department head 5. Prepares and gives examinations (mid/final/long/quizzes) 5. 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 6. Turns over class records to department heads within two weeks after final examination 7. Makes himself available for consultation by his/her students during scheduled consultation hours 7. Prepares research and/or extension functions, among others the following: a. Prepares research extension proposals b. Implements duly approved research/extension projects within approved time frame c. Prepares research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting	Hf. FUNCTIONAL	ere available and can be accessed from a database or gleaned from an existing policy or process. COMPETENCIES	Competer cy Level
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 or templates to produce own written work. 4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation. 10. TECHNICAL COMPETENCIES Competent of Working Time DUTIES 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 2.5 'i). 2. Performs research and/or extension functions, among others the following: a. Prepares and prepares reports within the prescribed period d. Presents research/extension proposals b. Implements duly approved research/extension projects within approved 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 3. Performs other functions, among others: a. Performs other functions, among others: a. Performs other functions, among others: a. Performs other functions nelative 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	1. Demonstr	ating Personal Effectiveness - Responds effectively to guidelines & feedback on one's performance,	1
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behaviour/conduct expectations contained herein.

MARILYMN MANAID

1-27-2017

Employee's Name, Date and Signature LIJUERAJ SCUADRA 1-27-2017 Supervisor's Name, Date and Signature