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## To conduct instruction, research, and extension 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility CPA or BS in NONE REQUIRED NONE REQUIRED NONE REQUIRED Accountancy graduate 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 2 satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 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. 6. Gender-responsive management - Promotes gender equality and women empowerment to address genderrelated problems 21f. Functional Competencies **Competency Level** 1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teachinglearning delivery modes to enhance learning. 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomesbased course syllabi to adapt to the changing educational landscape. 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment. 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature. 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 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research 21g. Technical Competencies Competency Level Provides support and technical services for DBM faculty and staff. 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) **Competency Level** Percentage of Working (State the duties and responsibilities here:) Time 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 80% 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. 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 10% 2 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 5% 3. Performs administrative functions (if applicable) 2 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 5% 2 b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

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.

DIANA T. MONTES JANUARY 13, 2022 Employee's Name, Date and Signature ANGÉLITA L. PARADERO
Supervisor's Name, Date and Signature