

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**

**Assistant Professor IV**

**2. ITEM NUMBER**

**AP4-19-2022**

**3. SALARY GRADE**

**SG-18**

**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**

VISAYAS STATE UNIVERSITY

**6. BUREAU OR OFFICE**

DEPARTMENT OF BIOTECHNOLOGY

**7. DEPARTMENT / BRANCH / DIVISION**

DEPARTMENT OF BIOTECHNOLOGY

**8. WORKSTATION / PLACE OF WORK**

VSU, BAYBAY CITY, LEYTE

**9. PRESENT APPROP**

NA

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

35,693

**12. OTHER COMPENSATION**

ACA/PERA P2,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

HEAD, DEPARTMENT OF BIOTECHNOLOGY

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

DEAN, COLLEGE OF ARTS AND SCIENCES

**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, calculator, laboratory equipment for biotechnological experiments

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	admin offices	

**18. WORKING CONDITION**

Office Work  
 Field Work

☒  
☐

☐  
☐

Other/s (Please Specify)

**19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION**

To conduct instruction, research and extension in biotechnology and related fields



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

To conduct instruction, research and extension activities

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant masteral degree	2 years of relevant experience	8 hours of relevant training	None required except for courses with board examination wherein RA 1080 is required
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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			2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			2
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.			2



6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues	2															
<b>21f. Functional Competencies</b>	<b>Competency Level</b>															
1. Facilitating Learner Centered Environment- Develops innovative activities in facilitating learner-centered environment	3															
2. Innovative teaching Strategies -Implements 21st century strategies in the classroom contained in the approved syllabi.	3															
3. Innovative Instructional Materials Development -Effectively communicates visually and verbally within pre-class activities, presentations, learners participation within the audience professional fields.	3															
4. Filipino Values Restoration-Demonstrates the desirable Filipino traits in dealing with the students, colleagues and other stakeholders	3															
5. Research Management- Works with a senior faculty in identifying issues and preparing proposal how to dig deeper into said issue	2															
6. Extension Management-orks with a senior faculty in identifying issues and preparing proposal how to dig deeper into said issue	2															
7. Publication Writing - Refines and produces a scientific article for publication in peer-reviewed journals Influences peers or subordinates to develop and publish scientific articles	3															
<b>21g. Technical Competencies</b>	<b>Competency Level</b>															
Provide support and technical services for Dept. of Biotechnology faculty and staff	2															
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>															
<table border="1"> <thead> <tr> <th>Percentage of Working Time</th> <th>(State the duties and responsibilities here:)</th> <th></th> </tr> </thead> <tbody> <tr> <td>80%</td> <td>           1. Teaches assigned subjects and performs other teaching related functions, among others, the following:            a. Prepares and revises 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 herself available for consultation by her students during scheduled consultation hours            2. Performs research and/or extension functions, among others the following:         </td> <td>2</td> </tr> <tr> <td>10%</td> <td>           a. Prepares research/extension proposals            b. Implements duly approved research/extension projects within time frame            c. 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         </td> <td>2</td> </tr> <tr> <td>5%</td> <td>           3. Performs administrative functions (if applicable)            4. Performs other functions, among others:         </td> <td>2</td> </tr> <tr> <td>5%</td> <td>           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         </td> <td>2</td> </tr> </tbody> </table>	Percentage of Working Time	(State the duties and responsibilities here:)		80%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revises 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 herself available for consultation by her students during scheduled consultation hours 2. Performs research and/or extension functions, among others the following:	2	10%	a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame c. 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	2	5%	3. Performs administrative functions (if applicable) 4. Performs other functions, among others:	2	5%	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	2	
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<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>																
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.																
 <b>MARCIANA B. GALAMBAO</b> Employee's Name, Date and Signature		 <b>LOURD FRANZ M. GABUNADA</b> Supervisor's Name, Date and Signature														