

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 <div style="text-align: center; font-weight: bold;">PROFESSOR II</div>	
2. ITEM NUMBER <div style="text-align: center; font-weight: bold;">VISCAB-PROF2-9-2022</div>		3. SALARY GRADE <div style="text-align: center; font-weight: bold;">SG-25/1</div>	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
<div style="text-align: center; font-weight: bold;">VISAYAS STATE UNIVERSITY (VSU)</div>		<div style="text-align: center; font-weight: bold;">OFFICE OF THE PRESIDENT</div>	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
<div style="text-align: center; font-weight: bold;">Department of Animal Science (DAS) / <i>OUR DRINK</i></div>		<div style="text-align: center; font-weight: bold;">VSU, BAYBAY CITY, LEYTE</div>	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
<div style="text-align: center;">N/A</div>		<div style="text-align: center;">Php 100,788.00</div>	<div style="text-align: center;">ACA/PERA Php 2,000.00</div>
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
<div style="text-align: center; font-weight: bold;">Head, Department of Animal Science - CAFS</div>		<div style="text-align: center; font-weight: bold;">Dean, College of Agriculture and Food Science</div>	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
Regular Security Guards (18 GS from SG 1-3)		Regular Position (SG 1-3)	
Casual Security Guard (1 SG)		N/N	
Job Orders (Security Guards: 21 GS & 10 Watchman)		N/N	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Instructional materials, computer, cellphone, calculator, analytical equipment, microscope, books, audio-visual aids, computer printers/copiers, internet, and laboratory animals.			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
			<input checked="" type="checkbox"/> Admin offices
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Internet On-line Classes
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Implements the approved degree programs through instruction, do research, extension services, animal production function.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Conducts teaching in instruction, do research/extension, animal production services, and production.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Doctoral Degree	Two (2) years of relevant experience	Eight (8) hours of relevant trainings	Agriculturist (LEA)
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 satisfaction	4
3. Communication Savy - 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 and issues	4

21f. Functional Competencies	Competency Level
1. Consultation and Advising - Addresses issues and concerns affecting students' academic performance by strictly following the consultation time schedule, responds to queries and implements interventions which result to highly satisfied clients.	4
2. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment	4
3. Facilitating Learner-Centered Environment - Explores the fundamental principles, processes and practices anchored on learner-centeredness. Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	4
4. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	4
5. Health and Wellness Management - Implements sustainable preventive health and wellness programs through information dissemination, preventive health measures and provision of therapeutic services resulting to healthy and productive employees.	1
6. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment.	4
7. Innovative Teaching Strategies - Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing educational landscape.	4
8. Peer Mentoring - Develops and equips junior faculty for higher level position through learning by observing and doing; collaborative teaching, research and extension activities; partnership in writing publications and participation in conferences and technical fora, so that VSU's academic excellence will be sustained.	3
9. Production and Entrepreneurship - Identifies issues, potentials and actual businesses by setting-up enterprises for creating products from the resources of the university with the view of making profit from these products	4
10. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs resulting to wide dissemination of information and technology.	4
11. Quality Assurance - Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies	3
12. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.	4
13. 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 improve the lives of mankind.	4
14. Extension Management - Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies	4
15. Resource Mobilization Management - Allocates limited resources in an effective manner through efficient utilization of funds, time, human and other resources to deliver respective tasks and generate solutions to challenges in the workplace	4
16. Risk Management - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.	1

17. Occupational Health and Safety Management - Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.	1
18. Sharing Expertise and Linkaging - Shares technical expertise and links with other institutions through the conduct of trainings, seminar-workshops, lectures, conferences and consultancy services to increase knowledge, skills and expertise of clients based on pre and post evaluations.	4
19. Waste Management - Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.	2

21g. Technical Competencies		Competency Level
Provides support and technical services for Department of Animal Science faculty and staff.		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
30%	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	4
45%	2. Performs administrative functions, as Office Head: a. Advise the University President on matters relating DRRM; b. Promptly report any security breaches and risks that may compromise the safety of University constituents; c. Spearhead the coordination of security efforts across the University and identify security initiatives and safety standards; d. Maintain relationships with the LGU and relevant agencies for security coordination and management; e. Formulate and implement policies in the areas of disaster risk reduction management; f. Conduct regular education for VSU constituents on the procedures in reducing and mitigating risk due to fire, flood, earthquake and other natural or man-made threats to human safety and security, including government properties; g. Identify, assess and prioritize hazards and risks in consultation with key stakeholders; h. Develop and ensure the implementation of national standards in carrying out disaster risk reduction programs including preparedness, mitigation, prevention, response and rehabilitation works, from data collection and analysis, planning, implementation monitoring and evaluation as provided in Republic Act 10121; i. Identify and implement cost-effective measures or strategies to reduce risks; j. Communicate about those hazards and risks, their nature, effects, early warning signs and counter measures; k. Take all necessary steps on an on-going basis to maintain, provide or arrange the provision of trained and competent personnel for effective and efficient disaster risk management in their areas of jurisdiction; l. Respond to and manage the adverse effects of emergencies in their area of jurisdiction; m. Lead in carrying out recovery activities.	4

	<p>n. Promote and raise public awareness of and compliance with policies and directives issued by the Chairman of DRRMO relative to disaster risk management;</p> <p>o. Develop, approve, implement and monitor School Disaster Risk Management Plans and regularly review and test the plan consistent with other national and local planning programs;</p> <p>p. Establish linkage and network with other LGUs disaster risk reduction and emergency response purposes;</p> <p>q. Draft Orders, Memoranda and Issuances consistent with the requirement of the National Disaster Coordinating Council (NDCC);</p> <p>r. Lead on the integration of risk reduction education into school development plans, programs and budgets as a strategy, in school's sustainable development and improvement plans;</p> <p>s. Establish an operating facility to be known as the School Disaster Operations Center; and</p> <p>t. Prepare and submit to the Regional Disaster Risk Reduction Management Office, National Disaster Coordinating Council damage and needs assessment reports; and include as part of the School Improvement Plan disaster risk reduction measures to ensure safety, and security of all faculty and staff and students.</p>	
20%	<p>3. Performs research and/or extension functions, among others the following:</p> <p>a. Prepares research/extension proposals</p> <p>b. Implements duly approved research/extension projects within time frame</p> <p>c. Prepares and prepares reports within the prescribed period</p> <p>d. Presents research/extension outputs during conferences/forums of legitimate professional organizations</p> <p>e. Submits output for possible publication/patenting</p>	4
5%	<p>4. Performs other functions, among others:</p> <p>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions</p> <p>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President</p>	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.


JULIUS V. ABELA -

Employee's Name, Date and Signature

10/28/2022


MANUEL D. GACUTAN, JR. -

Supervisor's Name, Date and Signature

10/28/2022