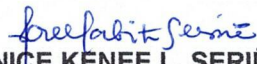



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title	
		ASSISTANT PROFESSOR III	
2. ITEM NUMBER		3. SALARY GRADE	
VISCAB- AP3-22-2024		SG 16	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
STATE UNIVERSITY AND COLLEGES		VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
DEPARTMENT OF BIOLOGICAL SCIENCES		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY	12. OTHER
			ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER	
HEAD, DBS		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 biological studies			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Admin offices, LGUs,
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
To conduct instruction, research, and extension activities related to biological sciences			

Percentage of Working Time	(State the duties and responsibilities here:)	
50%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: <ol style="list-style-type: none"> Prepares and revised teaching materials/guides and submit to department head Prepares and gives examinations (mid/final/long/quizzes) Checks test papers and returns to students one week after examination Submits grade sheets within prescribed period to the Registrar through the department Turns over class records to department heads within two weeks after final examination Makes himself available for consultation by his/her students during scheduled consultation hours 	2
40%	2. Performs research and/or extension functions, among others the following: <ol style="list-style-type: none"> Prepares research/extension proposals Implements duly approved research/extension projects within time frame Prepares reports within the prescribed period Presents research/extension outputs during conferences/fora of legitimate professional organizations Submits output for possible publication/patenting 	2
5%	3. Performs administrative functions (if applicable)	2
5%	4. Performs other functions, among others: <ol style="list-style-type: none"> Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President 	2

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.


EUNICE KENEE L. SERIÑO
 Employee's Name, Date and Signature
 22 April 2024


ANALYN M. MAZO 22/4/24
 Supervisor's Name, Date and Signature