



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

PROFESSOR VI

2. ITEM NUMBER

3. SALARY GRADE

29

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

NCRC-Visayas

7. DEPARTMENT / BRANCH / DIVISION

NATIONAL COCONUT RESEARCH CENTER-Visatyas

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP

10. PREVIOUS APPROP ACT

11. SALARY

12. OTHER COMPENSATION

P155,030/mo.

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

VICE PRESIDENT, RESEARCH & EXTENSION

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

President

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

Professor

Assoc Professor

Asst Professor

Instructor

Administrative Aides VI

Administrative Aide III

SRAs and Laborers

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Computer, printer, laptop, projector, calculator

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive /

Supervisors

Non-Supervisors

Staff

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General Public

Other Agencies

Others (Please Specify):

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☒

admin offices

18. WORKING CONDITION

Office Work

Field Work

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☐

☒

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Other/s (Please Specify)

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

To conduct instruction, research and extension

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

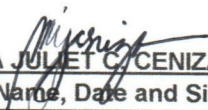
To conduct instruction, research and extension


21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Doctorate degree	5 years of relevant experience	32 hours of relevant training	none required except for courses with board examination wherein RA 1080 is required
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. Leadership Competencies			Competency Level
1. Thinking Strategically and Creatively			2
2. Creating and Nurturing a High Performance Organization			2
3. Leading Change			2
4. Building Collaborative, Inclusive Working Relationships			2
5. Managing Performance and Coaching for Results			2
21g. Functional Competencies			Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.			4
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.			4
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.			4
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			4
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.			4
21h. Technical Competencies			Competency Level
Provides support and technical services (Academic & RDE) in the field of Entomology & Plant Protection.			4

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
30%	Teaches & delivers instruction to students in Entomology, Ecology & Plant Protection courses both for undergraduate and graduate classes	4
30%	Conduct research, development & extension activities. <ul style="list-style-type: none"> • Biodiversity & ecology studies of insects. • Development of insect pests management strategies of crops, i.e. coconut & other agriculturally important crops. • Promotes & disseminates sustainable integrated pest management of various crops, particularly coconuts & other intercrops. • Prepares & develops IEC materials of pest management strategies. • Publishes & presents RDE outputs in scientific for a & conferences. 	4
30%	Performs the administrative functions as a Center Director (NCRC-V), as a designated position by the OP.	4
10%	Do other duties that may be assigned by the immediate supervisor such as membership in University committees & councils.	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.


MARIA JULIET C. CENIZA
Employee's Name, Date and Signature


OTHELLO B. CAPUNO
Supervisor's Name, Date and Signature