

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

VISCAB-AP4-22-2024

3. SALARY GRADE

Salary Grade 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

OFFICE OF THE PRESIDENT

7. DEPARTMENT / BRANCH / DIVISION

Department of Economics

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT

NA

10. PREVIOUS APPROP ACT

NA

11. SALARY

12. OTHER

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Dea, College of Management and Economics

14. POSITION TITLE OF NEXT HIGHER

Vice President for Academic Affairs

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

desktop computer, laptop, printer, smart TV, projector, software

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive /

/

General Public

/

Supervisors

/

Other Agencies

/

Non-Supervisors

/

Others (Please Specify): admin offices

Staff

/

18. WORKING CONDITION

Office Work

/

Other/s (Please Specify)

Field Work

/

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

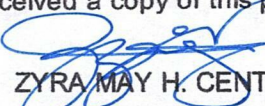
To deliver instruction in undergraduate and graduate programs, revise and update curriculum, conduct research and extension activities.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To teach courses in the undergraduate and graduate programs, supervise thesis works, conduct research and extension activities, disseminate and publish research works			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	At least 2 years of teaching experience	At least 40 hours of relevant trainings	NONE 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			4
21f. 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. 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
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.			4
21g. Technical Competencies			Competency Level
1. Supervise the conduct of thesis for undergraduate and graduate students			4
2. Conduct data analysis using relevant economic softwares			
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
30%	1. Teaches assigned subjects and performs other teaching related functions both at the undergraduate and graduate level, 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		4

35%	2. Performs research and/or extension functions, among others the following:	4
	a. Prepares research/extension proposals	
	b. Implements duly approved research/extension projects within time frame	
	c. Prepares and prepares reports within the prescribed period	
30%	d. Presents research/extension outputs during conferences/fora of	3
	3. Performs administrative functions (if applicable)	
	a. Provide overall leadership and management of the internal and external affairs of the unit	
	b. Plan, source out funds and implement infrastructure and human resource improvement of the unit	
5%	c. Initiate development needs of the academic or research unit	3
	d. Support the attainment of the vision and mission of the university	
	e. Represent the unit in university activities	
	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	
	b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	

23. ACKNOWLEDGMENT AND ACCEPTANCE:

- I have received a copy of this position description. It has been discussed with me and I have freely


ZYRA MAY H. CENTINO

Employee's Name, Date and Signature


MOISES NEIL V. SERINO

Supervisor's Name, Date and Signature