

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

AP3-2-2022

3. SALARY GRADE

Salary Grade 17

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 AUTHORIZED

41,508

12. OTHER

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE

Head, Department of Economics

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Dean, College of Management and Economics

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

Executive /
Supervisors
Non-Supervisors
Staff

☐

☐

☐

☐

☒

☒

☒

☒

17b. External

General Public
Other Agencies
Others (Please Specify):

Occasional

Frequent

☒

☒

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 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 1 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 Savvy - 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. 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			4
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 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 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 g. Supervise thesis of undergraduate and graduate students		4
40%	2. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame c. Prepares and 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		4
25%	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 c. Initiate development needs of the academic or research unit d. Support the attainment of the vision and mission of the university e. Represent the unit in university activities		2
5%	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		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.			
ZYRA MAY N. CENTINO Employee's Name, Date and Signature		MARIA HAZEL I. BELLEZAS Supervisor's Name, Date and Signature	