



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) Administrative VI	
2. ITEM NO.: VISCAB-ADAG-87-2004		3. SALARY GRADE : 6	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE DEPT. OF PURE & APPLIED CHEMISTRY	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED 4,340/mo.	12. OTHER ACA PERA 2,000/mo
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, Printer, calculator, photocopier, Risograph, stapler & calculator			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors Non Supervisors Staff	(x) ((x) (x)	(((x) (x)	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
			((x) ((x)
18. WORKING CONDITION			
Office Work Field Work		(x) (Other/s (Please Speciy)	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Teach chemistry courses to support the values curricular programs of the university, offer the BS Chemistry Program and conduct research and extension related to the practice of Chemistry.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Prepares/ encodes Projected Tentative Workload; actual teaching loads, travels & payrolls.			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of two yrs studies in College			CSC Sub-Prof Eligibility
21e. CORE COMPETENCIES			Competency Level

1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
21g. TECHNICAL COMPETENCIES	Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
15% Prepares/encodes Projected Tentative Workload of Faculty per Semester/ Summer.	1
15% Prepares/encodes actual Teaching load Report.	1
10% Prepares/process Travel Orders; pre-travel vouchers of faculty and staff.	1
10% Prepares & process liquidation of Cash advances of Pre-travel; reimbursement of travel expenses.	1
10% Payroll preparation of JO's and emergency labor.	1
10% Prepares and submits PPMP.	1
15% Prepares/ encodes Performance Evaluation of Faculty & staff.	1
15% Prepares/ submits monthly DTR & CSR's of the Faculty and staff.	1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 THELMA P. APAS Employee's Name, Date and Signature	 JACOB GLENN F. JANSALIN Supervisor's Name, Date and Signature