

**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 I**

**2. ITEM NUMBER**

VISCAB-AP1-7-2024

**3. SALARY GRADE**

SG 15

**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**

STATE UNIVERSITY AND COLLEGES

**6. BUREAU OR OFFICE**

VISAYAS STATE UNIVERSITY

**7. DEPARTMENT / BRANCH / DIVISION**

Department of Mathematics

**8. WORKSTATION / PLACE OF WORK**

VSU, BAYBAY CITY, LEYTE

**9. PRESENT APPROP**

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

ACA/PERA P2,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

Head, DMP

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

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

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

**17a. Internal**

**Occasional**

**Frequent**

**17b. External**

**Occasional**

**Frequent**

Executive /

☒

☐

Supervisors

☐

☐

Non-Supervisors

☒

☒

Staff

☒

☒

General Public

☐

☐

Other Agencies

☐

☐

Others (Please Specify):

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 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 Masteral degree

NONE REQUIRED

NONE REQUIRED

NONE REQUIRED except for courses with board exam wherein RA1080 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

2

2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction

2

3. Communication Savvy - Effectively delivers messages that simply focus on facts or information;

2

4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results

2

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.

2

6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems

1

**21f. Functional Competencies**

1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.

**Competency Level**

3

3

3

4

3

**21g. Technical Competencies****Competency Level**

NA

NA

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)****Competency Level**

Percentage of Working Time

(State the duties and responsibilities here:)

80%

1. Teaches assigned subjects and performs other teaching related functions, 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

2

10%

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 reports within the prescribed period
- d. Presents research/extension outputs during conferences/fora of legitimate professional organizations
- e. Submits output for possible publication/patenting

2

5%

3. Performs administrative functions (if applicable)

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.

JOY ANN A. CANETE

Employee's Name, Date and Signature

EUSEBIO R. LINA JR.

Supervisor's Name, Date and Signature