Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)		Assistant Professor II		
2. ITEM NUMBER	3	. SALARY GRADE		
4. FOR LOCAL GOVERNMENT POSITION, ENUMER □ Province	☐ 1st Cl	ass	☐ 5th Class	
☑ City ☐ Municipality	☐ 2nd C☐ 3rd C☐ 4th C☐	Class Special		
DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6	. BUREAU OR OFFICE	5	
VISAYAS STATE UNIVERSITY		COLLEGE OF ENGINEERING		
7. DEPARTMENT / BRANCH / DIVISION	8	8. WORKSTATION / PLACE OF WORK		
DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY		VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT 10. PREVIOUS APPROP AC	т 1	11. SALARY AUTHORIZED 12. OTHER COMPENSATION		
		A STATE OF THE STA	ACA/PER	A P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Head, DCST		Dean, COLLEGE OF ENGINEERING AND TECHNOLOGY		
15. POSITION TITLE, AND ITEM OF THOSE DIRECT (if more than seven (7) i			nd titles)	
POSITION TITLE		ITEM NUMBER		
AS MACHINE EQUIDMENT TOOLS STO LISED DO	FOLK ADI	V IN REPEOPMENOE	OEWORK	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED RE LAPTOP, DESKTOP COMPU				
17. CONTACTS / CLIENTS / STAKEHOLDERS	7 L () 1 ()	IVILIT, OAWLIVA, LOD	TROOLOTOR	
17a. Internal Occasional Fred	quent	17b. External	Occasional	Frequent
·		General Public Other Agencies Others (Please Specify):	\(\tau \)	
18. WORKING CONDITION	<u> </u>			
Office Work		Other/s (Please Specify)		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCT	TION OF	THE UNIT OR SECTION	N	
Provides instructions, research and extension servi	ices to the	e university.	and armed a Al	
		and Jash coro lighteless	iona sociona ellor	

20. BRIEF DESCRIPTIO	N OF THE GENERAL FUNCTION OF THE	E POSITION (Job Summa	(rv)
	, research and extension services to the u		
21. QUALIFICATION ST	ANDARDS		•
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	1 yr. of rel. exp. 4 h	ours of relevant training	none required
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Pro			
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			2
satisfaction			
Communication Savy - Effectively delivers messages that simply focus on facts or information;			2
Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			2
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
Gender-responsive management - Promotes gender equality and women empowerment to address gender-			
related problems			1
and issues			
21f. Functional Comp	Competency Level		
Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-			
learning delivery modes to enhance learning.			3
2.Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-			
based course syllabi to adapt to the changing educational landscape.			3
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning			
experiences that utilize innovative	e technologies in various learning environment	F 4 5 5 1 5 1 5 1 5 1	3
4. Filipino Values Restoration- Re	evitalizes desirable Filipino values that are pro-God,	pro-people, and pro-nature.	4
5 Passarah Managament Idanti	Foo issues and natorials for first and the first		
technologies for the betterment of	fies issues and potentials for further studies and ger f mankind, mother earth and the universe and conce	neration of new knowledge and	
funding and conducts studies to	answer questions sought to be answered or maximiz	res technologies peoded to	2
improve the lives of mankind.	anomor quodaono bodgiti to be answered or maximiz	zes technologies needed to	
Extension Management - Identifies new knowledge and matured technologies due for adoption and			2
implementation of target beneficia	aries and conceptualizes programs, activities and pr	rojects and implements	
effective transfer mechanisms an			
22. STATEMENT OF DUT	IES AND RESPONSIBILITIES (Technica		Competency Level
Percentage of Working	(State the duties and respons	sibilities here:)	
Time	A Total	and the second s	
80%	1. Teaches assigned subjects and perfo		3
	related functions, among others, the foll		
	a. Prepares and revised teaching materi- department head	als/guides and submit to	
	b. Prepares and gives examinations (mid	d/final/long/quizzos)	
	c. Checks test papers and returns to stur		
	examination	dents one week after	
	d. Submits grade sheets within prescribe	ed period to the	
	Registrar through the department	ou portou to the	
	e. Turns over class records to departmen	nt heads within two	
	weeks after final examination	Tit floads within two	
	f. Makes himself available for consultation	on by his/her students	
	during scheduled consultation hours		
10%	2. Performs research and/or extension f	functions, among others	2
1070	the following:		2
	a. Prepares research/extension proposa		
	b. Implements duly approved research/e.	xtension projects within	
	time frame		
	c. Prepares and prepares reports within	the prescribed period	
	d Presents research/extension outputs	during conformace/force	
d. Presents research/extension outputs during conferences/fora of legitimate professional organizations			
	e. Submits output for possible publication	n/natenting	
400/	1		
10%	4. Performs other functions, among othe	1	2
	a. Performs functions relative to committe		
	other ad hoc assignments including relat	ed to quality assurance	
	and other accreditation functions	the description (
	b. Performs other functions assigned by		
	College Dean, Vice Presidents and the L	Driiversity President	
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.

JONAH FLOR V. ORAÑO

Employee's Name, Date and Signature

WINSTON M. TABADA Supervisor's Name, Date and Signature