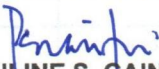



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>Assistant Professor IV</b>	
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>	
		18	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
Province <input type="checkbox"/> City <input type="checkbox"/> Municipality <input type="checkbox"/>		1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/>	
		5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special <input type="checkbox"/>	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
STATE UNIVERSITIES AND COLLEGES		VISAYAS STATE UNIVERSITY	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
ViCARP/OVPREI		VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>
NA	NA	46,725.00	ACA/PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
ViCARP Director/VP for REI		VSU President/ViCARP-RRDCC Chair	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>			
(if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
COMPUTER, PRINTER, CAMERA, LCD PROJECTOR			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
<b>18. WORKING CONDITION</b>			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
Spearhead the planning, implementation, coordination, monitoring and evaluation of agricultural, aquatic and natural resources research and development projects in Eastern Visayas.			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
Conduct instruction, research and extension activities Plan/coordinate/facilitate in the conduct of consortium sponsored RDE programs/projects/activities. Plan/coordinate/facilitate in the conduct of monitoring and evaluation of RDE projects implemented by the ViCARP member-agencies.			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Relevant masteral degree	2 years relevant experience	8 hours relevant training	none required
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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 Savy - 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	2
<b>21f. Functional Competencies</b>	<b>Competency Level</b>
1. Facilitating Learner Centered Environment - Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	2
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.	2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment	2
4. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives	2
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.	2
6. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs	2
7. Extension Management -Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies	2
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	
<b>Percentage of Working Time</b>	<b>(State the duties and responsibilities here:)</b>
50%	Teaches assigned subject and performs other teaching-related functions, among others, such as the following: a) Prepares/revised teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return to students one week after exam. d) Submits grade sheet within prescribed period to the Registrar through the department e) Turns over class records to department head two weeks after final examination f) Makes herself available for consultation by her students during scheduled consultation hours
35%	Performs research and/or extension functions, among others, such as the following: a) Serve as ViCARP R&D Coordinator b) Prepares research/extension proposals c) Implements duly approved research/extension projects within time frame d) Prepares and submits reports within the prescribed period e) Presents research/extension outputs during conferences/fora of legitimate professional organizations f) Submits output for possible publication
15%	Performs other duties and functions a) Performs functions relative to committee memberships such as Publication Evaluation and Incentive Committee (PEI) Secretary, and other ad hoc assignments b) Performs other functions assigned by the ViCARP Director, Vice President for Research and Extension, and VSU President and ViCARP RRDCC Chair
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>	
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.	
 <b>PAULINE S. CAINTIC</b> August 10, 2023	 <b>MARIA JULIET C. CENIZA</b> August 10, 2023
<b>Employee's Name, Date and Signature</b>	<b>Supervisor's Name, Date and Signature</b>