| Republic of the Philippines<br>**POSITION DESCRIPTION FORM**<br>**DBM-CSC Form No. 1**<br>(Revised Version No. 1, s. 2017) | **1. POSITION TITLE (as approved by authorized agency) with parenthetical title**<br><br>**Professor III** |
|---|---|

| **2. ITEM NUMBER** | **3. SALARY GRADE** |
|---|---|
| PROF3-4-2022 | Salary Grade 26 |

**4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS**

| ☐ Province<br>☑ City<br>☐ Municipality | ☑ 1st Class<br>☑ 2nd Class<br>☐ 3rd Class<br>☐ 4th Class | ☐ 5th Class<br>☐ 6th Class<br>☐ Special |
|---|---|---|

| **5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT** | **6. BUREAU OR OFFICE** |
|---|---|
| VISAYAS STATE UNIVERSITY | OFFICE OF THE PRESIDENT |

| **7. DEPARTMENT / BRANCH / DIVISION** | **8. WORKSTATION / PLACE OF WORK** |
|---|---|
| Department of Economics | VSU, BAYBAY CITY, LEYTE |

| **9. PRESENT APPROP** | **10. PREVIOUS APPROP ACT** | **11. SALARY AUTHORIZED** | **12. OTHER COMPENSATION** |
|---|---|---|---|
| NA | NA | 113,891 | ACA/PERA P2,000.00 |

| **13. POSITION TITLE OF IMMEDIATE SUPERVISOR** | **14. POSITION TITLE OF NEXT HIGHER SUPERVISOR** |
|---|---|
| Head, Department of Economics | Vice President for Academic Affairs, Visayas State University |

**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 | 17b. External | Occasional | Frequent |
|---|---|---|---|---|---|
| Executive / | ☐ | ☑ | General Public | ☑ | ☐ |
| Supervisors | ☐ | ☑ | Other Agencies | ☑ | ☐ |
| Non-Supervisors | ☐ | ☑ | Others (Please Specify): | admin offices | |
| Staff | ☐ | ☑ | | | |

**18. WORKING CONDITION**

| Office Work | ☐ | ☑ | Other/s (Please Specify) |
|---|---|---|---|
| Field Work | ☑ | ☐ | |

**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, dissiminate and publish research works

## 21. QUALIFICATION STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|---|---|---|---|
| Relevant Masteral degree | At least 2 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 Savy - 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 | 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 <br> 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:) | Competency Level |
|---|---|---|
| 30% | 1. Teaches assigned subjects and performs other teaching related functions both at the undergraduate and graduate level, among others, the following: <br> a. Prepares and revised teaching materials/guides and submit to department head <br> b. Prepares and gives examinations (mid/final/long/quizzes) <br> c. Checks test papers and returns to students one week after examination <br> d. Submits grade sheets within prescribed period to the Registrar through the department <br> e. Turns over class records to department heads within two weeks after final examination <br> f. Makes himself available for consultation by his/her students during scheduled consultation hours <br> g. Supervise thesis of undergaduate and graduate students | 4 |
| 40% | 2. Performs research and/or extension functions, among others the following: <br> a. Prepares research/extension proposals <br> b. Implements duly approved research/extension projects within time frame <br> c. Prepares and prepares reports within the prescribed period <br> d. Presents research/extension outputs during conferences/fora of legitimate professional organizations <br> e. Submits output for possible publication/patenting | 4 |
| 25% | 3. Performs administrative functions (if applicable) <br> a. Provide overall leadership and management of the internal and external affairs of the unit <br> b. Plan, source out funds and implement infrastructure and human resource improvement of the unit <br> c. Initiate development needs of the academic or research unit <br> d. Support the attainment of the vision and mission of the uniersity <br> e. Represent the unit in university activities | 2 |

| 5% | 4. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br>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.

**MOISES NEIL V. SERIÑO**
**Employee's Name, Date and Signature**
Sept. 29, 2022

**MARIA HAZEL I. BELLEZAS**
**Supervisor's Name, Date and Signature**
Sept. 29, 2022