



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 <div style="text-align: center; font-weight: bold; padding: 10px;">ASSOCIATE PROFESSOR III</div>			
2. ITEM NUMBER <div style="text-align: center; font-weight: bold; padding: 10px;">APRO3-13-2022</div>		3. SALARY GRADE <div style="text-align: center; font-weight: bold; padding: 10px;">21</div>			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" 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			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
VISAYAS STATE UNIVERSITY		DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES		VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
NA		62,449	ACA/PERA P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Head, DLABS		Dean, College of Arts and Sciences			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>					
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	
Executive / Managerial		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
		17b. External		Occasional	
				Frequent	
		General Public		<input type="checkbox"/>	
		Other Agencies		<input type="checkbox"/>	
		Others (Please Specify):		admin offices	
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
To cater degree programs (ABELS and ABPhilo) and General Education Courses as well as affiliate subjects.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To teach assigned subjects; perform duties as Section head. Conduct research and extension			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	Two years relevant experience	8 hrs. relevant training	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			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
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.			3
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.			3
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.			2
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.			4
21g. Technical Competencies			Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working	(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)		3
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 and 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:		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			
 MARIA VANESSA E. GABUNADA, 9-15-2022 Employee's Name, Date and Signature		 JETT C. QUEBEC, 9-15-2022 Supervisor's Name, Date and Signature	