

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>PROFESSOR III</div>		
<div>2. ITEM NUMBER</div> <div>VISCAB-PROF3-8-2022</div>			<div>3. SALARY GRADE</div> <div>26</div>		
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>					



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Facilitate the UAC, UADCO, and BOR Committee and En Banc Meetings, safeguard the university's pertinent documents, coordinate with the University President and the Members of the Board for smooth management of the University and provide quality academic instruction and do relevant research and extension for the university.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Ph.D. Degree	5 YEARS OF RELEVANT EXPERIENCE	32 HOURS OF RELEVANT TRAINING	NONE REQUIRED except for courses with board examination wherein RA 1080 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			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
21. Leadership Competencies			Competency Level
1. Thinking Strategically and Creatively- Dreams and envisions what the future looks like for the university, thinks dimensionally, crafts strategic goals and strategies to attain that future, identifies connections that are not obviously connected and comes up with new and creative ideas to enhance organizational effectiveness and responsiveness.			1
2. Creating and Nurturing a High Performance Organization- Creates a high performing organizational culture that is purpose driven, results-based, client focused and team-oriented			1
3. Leading Change- Generates genuine enthusiasm and momentum for organizational development and change by engaging and involving groups and stakeholders to understand, support, commit and own the change agenda and to advance and sustain same for organizational effectiveness.			1
4. Building Collaborative and Inclusive Working Relationships- Builds a network of reciprocal, high trust and synergistic working relationship among employees within the organization and across other government and non-government organizations to leverage and maximize opportunities for strategic partnership with external stakeholders			1
5. Managing Performance and Coaching for Results- Creates an enabling environment which will nurture and sustains a performance based coaching culture for increased effectiveness of employees and a strong focus in developing people for current and future needs thru an active and continuing staff development program for organizational effectiveness.			1
21g. 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. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.			4
6. 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
6. 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			4
21g. Technical Competencies			Competency Level
Provides support and technical services for faculty and staff.			4
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
	1. Teaches assigned subjects and performs other teaching related		



70%	functions, advise graduate and undergraduate students in their thesis, provide quality instructions to graduate and undergraduate students, do relevant research and extension work in line with the mandate of the university. 2. Faciliate the UAC, UADCO, BOR Committee and En Banc Meetings, coordinate with the University President and the Members of the Governing Board for the smooth flow of the Management of the University, faciliate the request of BOR related documetns within the VSU system.	4
20%	1. Serve as Secretariat of the PASUC 8 Executive Board, serve as a mamber of the University Intellectual Property Committee, serve as member of the University Curriculum Committee, and also serves as Graduate Advisory Committee in graduate thesis defense as well as serve as Student Research Committee for undergraduate thesis.	4
5%	Serve as department committee member Serves as contact person between other SUCs and Visayas State University.	4
5%		4


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.



Guiraldo C. Fernandez, Jr., 11-14-2022

Employee's Name, Date and Signature



Pres. Edgardo E. Tulin, 11-14,2022

Supervisor's Name, Date and Signature