1. POSITION TITLE (as approved by authorized Republic of the Philippines agency) with parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1** ASSOC PROF. V (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE **SG23** 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS Province 1st Class ☐ 5th Class ✓ Citv 2nd Class 6th Class ☐ Municipality 3rd Class ☐ Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT **VISAYAS STATE UNIVERSITY COLLEGE OF ARTS AND SCIENCES** 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK DEPARTMENT OF PURE AND APPLIED CHEMISTRY VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER ACA/PERA P2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR HEAD, DOPAC DEAN, COLLEGE OF ARTS AND SCIENCES 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 COMPUTER, PRINTER, LAPTOP, PROJECTOR, CALCULATOR, RISOGRAPH, LABORATORY EQUIPMENT 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial General Public 1 1 1 1 Supervisors Other Agencies **ADMIN OFFICES** Non-Supervisors 1 Others (Please Specify): Staff 1 18. WORKING CONDITION 1 Office Work 1 Teaching Laboratory and Lecture 1 Field Work Other/s (Please Specify) 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION TO PROVIDE INSTRUCTION, RESEARCH AND EXTENSION 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) TO TEACH, CONDUCT RESEARCH AND OTHER ACADEMIC FUNCTIONS 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility PhD in Chemistry 26 yrs of teaching **Licensed Chemist** None Required Candidate (USC) 21e. Core Competencies **Competency Level** 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, 3 adhering to ethical as well as moral principles, values, and standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for 3 customer satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; 3

3

4. Interpersonal relationship management - Effectively communicates and interacts with colleagues,

customers and clients, and work well in a team to achieve results

	Competency Level	
ronment - Applies theories and psychologies to facilitate various teaching- earning. dopts principles and develops teaching strategies by designing outcomes-	ORDINES A SINGLE GROUP DAMAGE CONTROL METER CONTROL OF THE PROPERTY OF THE PRO	
ronment - Applies theories and psychologies to facilitate various teaching- earning. dopts principles and develops teaching strategies by designing outcomes-	ORDINES A SINGLE GROUP DAMAGE CONTROL METER CONTROL OF THE PROPERTY OF THE PRO	AND ADDRESS OF
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changing educational landscape.	4	Вн
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lizes desirable Filipino values that are pro-God, pro-people, and pro-	4	
produces scientific article for peer-reviewed journals by utilizing	4	e.
S AND RESPONSIBILITIES (Technical Competencies)	Competency Level	
(State the duties and responsibilities here:)		¥
ted functions, among others, the following: repares and revised teaching materials/guides and submit epartment head repares and gives examinations (mid/final/long/quizzes) hecks test papers and returns to students one week after	2	
istrar through the department urns over class records to department heads within two		
following: repares research/extension proposals nplements duly approved research/extension projects within e frame	2	
egitimate professional organizations		
	2	
Performs functions relative to committee memberships and er ad hoc assignments including related to quality urance and other accreditation functions Performs other functions assigned by the department head,		
	eaches assigned subjects and performs other teaching ted functions, among others, the following: repares and revised teaching materials/guides and submit epartment head repares and gives examinations (mid/final/long/quizzes) hecks test papers and returns to students one week after mination ubmits grade sheets within prescribed period to the gistrar through the department durns over class records to department heads within two less after final examination akes himself available for consultation by his/her students and scheduled consultation hours. Performs research and/or extension functions, among others following: repares research/extension proposals and prepares repares reports within the prescribed period research research/extension outputs during conferences/forate and proposals repares and prepares reports within the prescribed period research research/extension outputs during conferences/forate repares and prepares reports within the prescribed period research segments of the functions as CAC Head reforms administrative functions as CAC Head reforms other functions, among others: Performs functions relative to committee memberships and the adhoc assignments including related to quality the department head, lege Dean, Vice Presidents and the University President	Development - Designs and creates learning lessons, teaching-learning thrologies in various learning environment alizes desirable Filipino values that are pro-God, pro-people, and pro-Incologies in various learning environment alizes desirable Filipino values that are pro-God, pro-people, and pro-Incologies in various learning environment alizes desirable Filipino values that are pro-God, pro-people, and pro-Incologies in various learning environment alizes desirable Filipino values that are pro-God, pro-people, and pro-Incologies in various learning environment by utilizing and produces scientific article for peer-reviewed journals by utilizing and pro-Incologies in various learning environment by utilizing and produces and responsibilities here:) BAND RESPONSIBILITIES (Technical Competencies) Competency Level Competency Level Competency Level 2 technical Competencies Competency Level 2 technical Competencies Competency Level 2 technical Competencies 2 technical Compet

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 belinavior/conduct expectations contained herein.

ALLAN A. RAMAL Employee's Name, Date and Signature JACOB GLENN F. JANSALIN Supervisor's Name, Date and Signature