

 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) "still on verification" Asso. Prof. V			
2. ITEM NO.: VISCAD-APND 5-9-2017		3. SALARY GRADE: 23			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class <input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE Department of Soil Science (DSS)			
7. DEPARTMENT/BRANCH/DIVISION DEPARTMENT OF SOIL SCIENCE (DSS)		8. WORKSTATION/PLACE OF WORK DSS, VSU, Baybay			
9. PRES. APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED P 699,720.00	12. OTHER ACA PERA		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DSS		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Agriculture & Food Science			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Laboratory equipment for soil & plant tissue analysis, computer, printer, laptop, projector, calculator					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	()	General Public	()	(x)
Supervisors	(x)	()	Other Agencies	(x)	()
Non Supervisors	(x)	(x)	Others (Please specify: Admin Offices	()	(x)
Staff	(x)	(x)			
18. WORKING CONDITION					
Office Work	(x)		Other/s (Please Specify)		
Field Work	(x)				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implements the approved degree programs and do research, extension and production functions					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Performs instruction, research and extension functions of the department.					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
Graduate degree (MS/Ph.D.)	None required	None required	None required		
21e. CORE COMPETENCIES					Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules					
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.					

3. Solving Problems and Making Decisions Provides timely solutions to problems and dilemmas that have clear cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.		
21f. FUNCTIONAL COMPETENCIES		Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline. 2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials 3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work 4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.		
21g. TECHNICAL COMPETENCIES		Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	DUTIES	
60 %	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	1
	a. Prepares and revised teaching materials/guides for assigned courses;	
	b. Prepares and gives examinations (mid/final/long/quizzes);	
	c. Checks test papers and returns to students one week after examination;	
	d. Submits grade sheets within prescribed period to the Registrar through the department head;	
	e. Turns over class records to department heads within two weeks after final examination;	
	f. Makes himself available for consultation by his/her students during scheduled consultation hours.	
39 %	2. Performs research and/or extension functions, among others the following:	1
	a. Prepares research/extension proposals;	
	b. Implements duly approved research/extension projects within approved time frame;	
	c. Prepares and submits reports within the prescribed period;	
	d. Presents research/extension outputs during conferences/for a of legitimate professional organizations;	
	e. Submits output for possible publication/patenting;	
	f. Serve as research evaluator in local and regional RDE evaluations;	
	3. Performs administrative functions (if applicable)	
1 %	4. Performs other functions, among others:	1
	a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions;	
	b. Performs other relevant functions assigned by the department head, College Dean, Vice Presidents and the University President.	
23. ACKNOWLEDGMENT AND ACCEPTANCE		
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.		
BEATRIZ CUEVAS JADINA <i>March 22, 2017</i> Employee's Name, Date and Signature		SUZETTE BINONGO LINA Supervisor's Name, Date and Signature