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|  <div>REPUBLIC OF THE PHILIPPINES<br/>JOB DESCRIPTION FORM</div>                                                                                                         |                     | 1. POSITION TITLE (as authorized by DBM)<br><i>Associate Professor II</i>                                                                                                                                                                                                                                                                    |                                                                      |            |                  |
| 2. ITEM NO.: VISCAB APRO 5-7-2017                                                                                                                                                                                                                         |                     | 3. SALARY GRADE <i>27</i>                                                                                                                                                                                                                                                                                                                    |                                                                      |            |                  |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS                                                                                                                                                                                     |                     |                                                                                                                                                                                                                                                                                                                                              |                                                                      |            |                  |
| <input type="checkbox"/> provincial<br><input checked="" type="checkbox"/> city<br><input type="checkbox"/> municipality                                                                                                                                  |                     | <input type="checkbox"/> 1 <sup>st</sup> class<br><input type="checkbox"/> 2 <sup>nd</sup> class<br><input type="checkbox"/> 3 <sup>rd</sup> class<br><input type="checkbox"/> 4 <sup>th</sup> class<br><input type="checkbox"/> 5 <sup>th</sup> class<br><input type="checkbox"/> 6 <sup>th</sup> class<br><input type="checkbox"/> Special |                                                                      |            |                  |
| 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br>VISAYAS STATE UNIVERSITY                                                                                                                                                                         |                     | 6. BUREAU OR OFFICE<br>NATIONAL ABACA RESEARCH CENTER                                                                                                                                                                                                                                                                                        |                                                                      |            |                  |
| 7. DEPARTMENT/BRANCH/DIVISION<br>NATIONAL ABACA RESEARCH CENTER                                                                                                                                                                                           |                     | 8. WORKSTATION/PLACE OF WORK<br>VSU, ViSca, Baybay City, Leyte                                                                                                                                                                                                                                                                               |                                                                      |            |                  |
| 9. PRES, APPROP ACT                                                                                                                                                                                                                                       | 1. PREV. APPROP ACT | 11. SALARY AUTHORIZED<br><i>P 699,720.00</i>                                                                                                                                                                                                                                                                                                 | 12. OTHER<br>ACA PERA                                                |            |                  |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR<br>Director, NARC                                                                                                                                                                                              |                     | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br>Director, Research                                                                                                                                                                                                                                                                           |                                                                      |            |                  |
| 15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED<br>(if more than seven (7) list only by their item numbers and titles) Science Research Assistants/Aide (Casual and Job Order)                                                                   |                     |                                                                                                                                                                                                                                                                                                                                              |                                                                      |            |                  |
| 16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK<br>Laboratory equipment, computer, printer, laptop, LCD, 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)                 | ( )                                                                                                                                                                                                                                                                                                                                          | Others (Please specify: <u>RDE</u><br><u>Project Collaborators</u> ) | ( )        | (x)              |
| Staff (Project)                                                                                                                                                                                                                                           | ( )                 | (x)                                                                                                                                                                                                                                                                                                                                          |                                                                      |            |                  |
| 18. WORKING CONDITION                                                                                                                                                                                                                                     |                     |                                                                                                                                                                                                                                                                                                                                              |                                                                      |            |                  |
| Office Work                                                                                                                                                                                                                                               | (x)                 |                                                                                                                                                                                                                                                                                                                                              | Other/s (Please Specify)                                             |            |                  |
| Field Work                                                                                                                                                                                                                                                | (x)                 |                                                                                                                                                                                                                                                                                                                                              | <u>Laboratory Work</u>                                               |            |                  |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION<br>Implements research, extension and production functions                                                                                                                           |                     |                                                                                                                                                                                                                                                                                                                                              |                                                                      |            |                  |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)<br>Performs research, extension and production functions of the research center and performs instruction functions in the different academic departments being affiliated to. |                     |                                                                                                                                                                                                                                                                                                                                              |                                                                      |            |                  |
| 21. QUALIFICATION STANDARDS                                                                                                                                                                                                                               |                     |                                                                                                                                                                                                                                                                                                                                              |                                                                      |            |                  |
| 21a. Education                                                                                                                                                                                                                                            | 21b. Experience     | 21c. Training                                                                                                                                                                                                                                                                                                                                | 21d. Eligibility                                                     |            |                  |
| Masteral/Doctoral degree in the needed field of specialization                                                                                                                                                                                            | None required       | None required                                                                                                                                                                                                                                                                                                                                | None required                                                        |            |                  |
| 21e. CORE COMPETENCIES                                                                                                                                                                                                                                    |                     |                                                                                                                                                                                                                                                                                                                                              |                                                                      |            | Competency Level |
| 1. Exemplifying Integrity<br>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules                                                                                                                         |                     |                                                                                                                                                                                                                                                                                                                                              |                                                                      |            | 1                |
| 2. Delivering Service Excellence                                                                                                                                                                                                                          |                     |                                                                                                                                                                                                                                                                                                                                              |                                                                      |            |                  |



|                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                     |                                                                                                                   |
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| Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers/clienteles.                                                                                                                                 |                                                                                                                                                                                                     | 1                                                                                                                 |
| <b>3. Solving Problems and Making Decisions</b><br>Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. |                                                                                                                                                                                                     | 1                                                                                                                 |
| <b>21f. FUNCTIONAL COMPETENCIES</b>                                                                                                                                                                                                                                           |                                                                                                                                                                                                     | <b>Competency Level</b>                                                                                           |
| 1.                                                                                                                                                                                                                                                                            | <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.                                               | 1                                                                                                                 |
| 2.                                                                                                                                                                                                                                                                            | <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials | 1                                                                                                                 |
| 3.                                                                                                                                                                                                                                                                            | <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work                                                                        | 1                                                                                                                 |
| 4.                                                                                                                                                                                                                                                                            | <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.                                                                                         | 1                                                                                                                 |
| <b>21g. TECHNICAL COMPETENCIES</b>                                                                                                                                                                                                                                            |                                                                                                                                                                                                     | <b>Competency Level</b>                                                                                           |
| Provides technical expertise and support to the National Abaca Research Center, faculty and staff of academic departments being affiliated to.                                                                                                                                |                                                                                                                                                                                                     | 1                                                                                                                 |
| <b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>                                                                                                                                                                                                  |                                                                                                                                                                                                     | <b>Competency Level</b>                                                                                           |
| Percent of Working Time                                                                                                                                                                                                                                                       | DUTIES                                                                                                                                                                                              |                                                                                                                   |
| 20                                                                                                                                                                                                                                                                            | 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)                                                                                                                                         |                                                                                                                   |
|                                                                                                                                                                                                                                                                               | 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                                                                                                            |                                                                                                                   |
|                                                                                                                                                                                                                                                                               | 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                                                                                                 |                                                                                                                   |
|                                                                                                                                                                                                                                                                               | g. Acts as thesis adviser to graduate and undergraduate students                                                                                                                                    |                                                                                                                   |
| 70                                                                                                                                                                                                                                                                            | 2. Performs research and/or extension functions, among others the following:                                                                                                                        |                                                                                                                   |
|                                                                                                                                                                                                                                                                               | a. Prepares research/extension proposals                                                                                                                                                            |                                                                                                                   |
|                                                                                                                                                                                                                                                                               | b. Implements duly approved research/extension projects within approved 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                                                                                                                                                |                                                                                                                   |
|                                                                                                                                                                                                                                                                               | 3. Performs administrative functions (if applicable)                                                                                                                                                |                                                                                                                   |
| 10                                                                                                                                                                                                                                                                            | 4. Performs other functions, among others:                                                                                                                                                          |                                                                                                                   |
|                                                                                                                                                                                                                                                                               | a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions                                       |                                                                                                                   |
|                                                                                                                                                                                                                                                                               | b. Performs other functions assigned by the center director, department head, College Dean, Vice Presidents and the University President                                                            |                                                                                                                   |
| <b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>                                                                                                                                                                                                                                      |                                                                                                                                                                                                     |                                                                                                                   |
| 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.                                                                                    |                                                                                                                                                                                                     |                                                                                                                   |
| <br><b>LUZ O. MORENO</b><br>March 14, 2017                                                                                                                                                 |                                                                                                                                                                                                     | <br><b>FELICIANO G. SINON</b> |
| Employee's Name, Date and Signature                                                                                                                                                                                                                                           |                                                                                                                                                                                                     | Supervisor's Name, Date and Signature                                                                             |