

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; font-size: 1.2em;">Professor VI</div>																	
2. ITEM NUMBER <div style="font-family: cursive; font-size: 1.2em; color: blue;">VISAB-PROF6-7-2024</div>		3. SALARY GRADE <div style="text-align: center;">SG 29</div>																	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS																			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>																			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center;">STATE UNIVERSITY AND COLLEGES</div>		6. BUREAU OR OFFICE <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>																	
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">Department of Food Science and Technology</div>		8. WORKSTATION / PLACE OF WORK <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>																	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION <div style="text-align: center;">ACA/PERA P2,000.00</div>																
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Head, DFST</div>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Dean, College of Agriculture and Food Science</div>																	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <div style="text-align: center; font-style: italic;">(if more than seven (7) list only by their item numbers and titles)</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">POSITION TITLE</th> <th style="width: 50%;">ITEM NUMBER</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>				POSITION TITLE	ITEM NUMBER														
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16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK <div style="text-align: center;">Computer, printer, laptop, projector</div>																			
17. CONTACTS / CLIENTS / STAKEHOLDERS																			
17a. Internal		Occasional		Frequent															
Executive / Supervisors <input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>															
Non-Supervisors <input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>															
Staff <input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>															
17b. External		Occasional		Frequent															
General Public <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>															
Other Agencies <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>															
Others (Please Specify): <div style="border-bottom: 1px solid black; width: 100%;"></div>		<div style="border-bottom: 1px solid black; width: 100%;"></div>		<div style="border-bottom: 1px solid black; width: 100%; text-align: center;">admin offices</div>															
18. WORKING CONDITION																			
Office Work <input checked="" type="checkbox"/>		<input type="checkbox"/>		Other/s (Please Specify) <div style="border-bottom: 1px solid black; width: 100%;"></div>															
Field Work <input type="checkbox"/>		<input type="checkbox"/>																	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION <div style="text-align: center;">To conduct instruction, research and extension</div>																			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) <div style="text-align: center;">To conduct instruction, research and extension</div>																			
21. QUALIFICATION STANDARDS																			
21a. Education <div style="text-align: center;">PhD Food Science</div>		21b. Experience <div style="text-align: center;">NONE REQUIRED</div>		21c. Training <div style="text-align: center;">NONE REQUIRED</div>															
				21d. Eligibility <div style="text-align: center;">Professional Food Technologist</div>															
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					5														
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction					5														
3. Communication Savvy - Effectively delivers messages that simply focus on facts or information;					5														

5%

4. Performs other functions, among others:
a. Performs other functions relative to committee memberships and other ad hoc assignments
b. Performs other functions assigned by the Department Head, College Dean, Vice Presidents and the University President
c. Attends meetings other than those called for instruction, research and extension functions

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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.


IVY C. EMNACE

Employee's Name, Date and Signature


LYNETTE C. CIMAFRANCA

Supervisor's Name, Date and Signature