

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 ASSOCIATE PROFESSOR I	
2. ITEM NUMBER APRO1-11-2022		3. SALARY GRADE 19	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
☐ Province ☒ City ☐ Municipality ☐ 1st Class ☐ 2nd Class ☐ 3rd Class ☐ 4th Class ☐ 5th Class ☐ 6th Class ☐ Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES	
7. DEPARTMENT / BRANCH / DIVISION COLLEGE OF ARTS AND SCIENCES		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT NA	10. PREVIOUS APPROP ACT NA	11. SALARY AUTHORIZED P49,835.00	12. OTHER ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR COLLEGE DEAN		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VICE PRESIDENT FOR ACADEMIC AFFAIRS	
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, Laptop, Printer, Projector, Calculator			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal Executive / Supervisors Non-Supervisors Staff	Occasional ☐ ☒ ☒ ☒	Frequent ☐ ☒ ☒ ☒	17b. External General Public Other Agencies Others (Please Specify): _____ ☐ ☐
18. WORKING CONDITION Office Work ☒ Other/s (Please Specify) _____ Field Work ☐ ☐			
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 related function, research and extension and other activities of the department.			
21. QUALIFICATION STANDARDS			
21a. Education MS Degree Relevant to the Job	21b. Experience 2 years relevant experience	21c. Training 8 hrs relevant training	21d. Eligibility none required
21e. Core Competencies			Competency
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			2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2
3. Communication Savvy - Effectively delivers messages that simply focus on facts or information;			2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			2

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.	2															
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	2															
21f. Functional Competencies	Competency															
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	3															
2. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	4															
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment	3															
4. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.	3															
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs	3															
6. Research Development Extension 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.; 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	2															
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency															
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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.																
 JETT C. QUEBEC Employee's Name, Date and Signature	 MA. THERESA P. LORETO Supervisor's Name, Date and Signature															