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|  <b>REPUBLIC OF THE PHILIPPINES</b><br><b>JOB DESCRIPTION FORM</b>   |                                | <b>1. POSITION TITLE (as authorized by DBM)</b><br><br>ASSISTANT PROFESSOR III   |   |
| <b>2. ITEM NO.:</b> AP3 -11 - 2016  |                                | <b>3. SALARY GRADE :</b> 17  |   |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>  |                                |  |   |
| <input type="checkbox"/> provincial<br><input 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 |   |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b><br><br>VISAYAS STATE UNIVERSITY  |                                | <b>6. BUREAU OR OFFICE</b><br><br>   |   |
| <b>7. DEPARTMENT/BRANCH/DIVISION</b><br><br>Department of Agronomy  |                                | <b>8. WORKSTATION/PLACE OF WORK</b><br><br>Department of Agronomy, VSU, Visca, Baybay City, Leyte  |   |
| <b>9. PRES, APPROP ACT</b>  | <b>1. PREV. APPROP ACT</b>     | <b>11. SALARY AUTHORIZED</b><br><br>₱ 392,964  | <b>12. OTHER</b>  |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b><br><br>Head, Department of Agronomy   |                                | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b><br><br>Dean, College of Agriculture and Food Science   |   |
| <b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b><br>(if more than seven (7) list only by their item numbers and titles) None   |                                |  |   |
| <b>16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b><br><br>Laboratory equipment, computer, printer, laptop, projector, calculator, blackboard & chalk, whiteboard & marker, ballpen, bondpaper, etc. |                                |  |   |
| <b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>  |                                |  |   |
| <b>17a. Internal</b>  | <b>Occasional</b>              | <b>Frequent</b>  | <b>17b. External</b>  |
| Executive/Managerial<br>Supervisors<br>Staff<br>Students  | ( x )<br>( )<br>( )<br>( )     | ( )<br>( x )<br>( x )<br>( x )   | General Public<br>Other Agencies<br>Others (Please specify:<br><u>Admin Offices</u> |
|   |                                |  | ( )<br>( x )<br>( )<br>( x )  |
| <b>18. WORKING CONDITION</b>  |                                |  |   |
| Office Work   |                                | ( x )  | Other/s (Please Specify)  |
| Field Work  |                                | ( x )  |   |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b><br><br>Implements the approved degree programs in instruction and do research, extension and production functions.                                    |                                |  |   |
| <b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b><br><br>Performs instruction, research, extension and production functions of the department.   |                                |  |   |
| <b>21. QUALIFICATION STANDARDS</b>  |                                |  |   |
| <b>21a. Education</b>   | <b>21b. Experience</b>         | <b>21c. Training</b>   | <b>21d. Eligibility</b>   |
| Master of Science in Agronomy   | Minimum of 5 years in teaching | None required  | None required   |
| <b>21e. CORE COMPETENCIES</b>   |                                |  | <b>Competency Level</b>   |
| <b>1. Exemplifying Integrity</b><br>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules  |                                |  | 1   |
| <b>2. Delivering Service Excellence</b><br>Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.   |                                |  | 1   |

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| 3. Solving Problems and Making Decisions<br>Provides timely solutions to problems and decision 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.  |   | 1                |
| 21f. FUNCTIONAL COMPETENCIES   |   | Competency Level |
| 1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.  |   | 1                |
| 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  |   | 1                |
| 3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work   |   | 1                |
| 4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.  |   | 1                |
| 21g. TECHNICAL COMPETENCIES  |   | Competency Level |
|  |   | 1                |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)  |   | Competency Level |
| Percent of Working Time  | DUTIES  |                  |
| 65%  | 1. Teaches assigned subjects and performs other teaching related functions, among others, the following:<br>a. Prepares and revised teaching materials/guides and submit to department head.<br>b. Prepares and gives examinations (mid/final/long/quizzes).<br>c. Checks test papers and returns to students one week after examination.<br>d. Submits grade sheets within prescribed period to the Registrar through the department.<br>e. Turns over class records to department heads within two weeks after final examination.<br>f. Makes himself available for consultation by his/her students during scheduled consultation hours. |                  |
| 25%  | 2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals.<br>b. Implements duly approved research/extension projects within approved time frame.<br>c. Prepares reports within the prescribed period.<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations.<br>e. Submits output for possible publication/patenting.  |                  |
| 5%   | 3. Implements income generating projects.   |                  |
| 5%   | 4. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions.<br>b. Performs other 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.   |   |                  |
| <div><div><br/>NELLO B. GORNE<br/>Employee's Name and Signature</div><div><u>1-30-17</u><br/>Date</div><div><br/>BERTA C. RATILLA<br/>Supervisor's Name and Signature</div><div><u>1/30/17</u><br/>Date</div></div> |   |                  |