
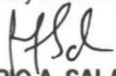
 <div>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</div>		1. POSITION TITLE (as authorized by DBM)  Associate Professor I			
2. ITEM NO.: VISCAD-APRO1-1-2017		3. SALARY GRADE : 19			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE			
7. DEPARTMENT/BRANCH/DIVISION  DEPARMENT OF HORTICULTURE		8. WORKSTATION/PLACE OF WORK  7469,812.00 VSU , Baybay			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER  ACA PERA		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR  Head, DOH		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR  Dean, College of Agriculture and 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  Computer, printer, calculator, log book, ballpen LCD, blackboard, chalk, projector					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	( x )	( )	General Public	( )	( x )
Non Supervisors	( )	( )	Other Agencies	( x )	( )
Staff	( x )	( x )	Others (Please specify:	( )	( x )
18. WORKING CONDITION					
Office Work	( x )	Other/s (Please Speciy)			
Field Work	( x )				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION  Teaching Horticulture subjects					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  Teaching horticulture subjects, research, and extension and production works of horticultural crops.					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
Masteral degree in the needed field of specialization	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	1								
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1								
3. Solving Problems and Making Decisions 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								
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								
Provides teaching services)	1								
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level								
<table><tr><td>Percent of Working Time</td><td>DUTIES</td></tr><tr><td>70%</td><td>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. Submit 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</td></tr><tr><td>20%</td><td>2. Performs research and/or extension functions among other the following: 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/fora of legitimate professional organizations e. Submit output for possible publication/patenting</td></tr><tr><td>10%</td><td>3. Performs administrative functions (if applicable) 4.Performs other functions, among others; a. Performs other 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 department head, College Dean, Vice Presidents and the University President</td></tr></table>	Percent of Working Time	DUTIES	70%	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. Submit 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	20%	2. Performs research and/or extension functions among other the following: 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/fora of legitimate professional organizations e. Submit output for possible publication/patenting	10%	3. Performs administrative functions (if applicable) 4.Performs other functions, among others; a. Performs other 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 department head, College Dean, Vice Presidents and the University President	
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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.									
 SANTOS B. VILLOCINO, JR. Employee's Name, Date and Signature	 ROSARIO A. SALAS Supervisor's Name, Date and Signature								