## **Republic of the Philippines**

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)	Assistant Professor 3
2. ITEM NUMBER	3. SALARY GRADE
AP3-14-2022	or presiding to emistraste more essentiation as SG17.
4. FOR LOCAL GOVERNMENT POSITION, ENUMERA	TE GOVERNMENTAL UNIT AND CLASS
☐ City ☐ 2r ☐ 3r ☐ 3r	st Class
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE
VISAYAS STATE UNIVERSITY	DEPARTMENT OF BUSINESS AND MANAGEMENT
7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK
DEPARTMENT OF BUSINESS AND MANAGEMENT	VSU, BAYBAY CITY, LEYTE
9. PRESENT APPROP   10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED   12. OTHER COMPENSATION
N/A N/A season, but stock	41,508.00 ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Head, DBM	Dean, College of Management and Economics
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY	
(if more than seven (7) lis	at only by their item numbers and titles)  ITEM NUMBER
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REC	
Level yenergrood Computer,	printer, laptop, projector
17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent	17b. External Occasional Frequent
Executive /	General Public Other Agencies Others (Please Specify):  General Public  Genera
18. WORKING CONDITION Office Work	Other/s (Please Specify)
Field Work	organi ad posto posto posto a morpo e po di presente di Si
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION	ON OF THE UNIT OR SECTION
To conduct instruction, research and extension	— harned had traces to 400 4 other per success, place last series of
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## To conduct instruction, research and extension 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility Relevant Masteral NONE REQUIRED NONE REQUIRED NONE REQUIRED degree 21e. Core Competencies **Competency Level** 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to 2 ethical as well as moral principles, values, and standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer 2 satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; 2 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers 2 and clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, 2 behaviour and style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-1 related problems 21f. Functional Competencies Competency Level 1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-3 learning delivery modes to enhance learning. 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-3 based course syllabi to adapt to the changing educational landscape. 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning 3 experiences that utilize innovative technologies in various learning environment. 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature. 4 5. Research Management- Identifies issues and potentials for further studies and generation of new knowledge 2 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. 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research 3 21g. Technical Competencies **Competency Level** 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) **Competency Level** Percentage of Working (State the duties and responsibilities here:) Time 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 2 80% 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 2. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame 10% 2 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) 5% 2 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 5% 2 b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President 23. ACKNOWLEDGMENT AND ACCEPTANCE:

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

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.

ANGELITA L. PARADERO, 9/15/2022 Employee's Name, Date and Signature

BERT C PEÑALOSA, 9/15/2022 Supervisor's Name, Date and Signature