

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;">ASSOCIATE PROFESSOR V</div>	
2. ITEM NUMBER <div style="font-family: cursive; font-size: 1.2em; color: blue;">VIGAB-APROF-6-2024</div>		3. SALARY GRADE <div style="text-align: center;">SG 23</div>	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
STATE UNIVERSITY AND COLLEGES		VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Department of Food Science and Technology		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
		ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, DFST		Dean, College of Agriculture and Food Science	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
Instructor			
Assistant Professor			
Professor			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, printer, laptop, projector, calculator, smart TV, sound system, internet connectivity, communication devices (voip phone, cellphone, emails, etc.)			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
			admin offices, international collaborators
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
To conduct instruction, research, innovation and extension			

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

To develop and deliver course materials and syllabi, as well as review and revise curriculum; to conduct research, present research output in scientific conferences as well as publish scientific articles; supervise, advise and mentor young faculty as well as students; participate in department and university meetings and activities; evaluate graduate education applications; and forge linkage with other institutions and stakeholders, among others

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED except for courses with board exam wherein RA1080 is required



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	3
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	3
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	3
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	3
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.	3
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	3

21f. Functional Competencies	Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	4
2. Innovative Teaching Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.	4
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.	4
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	4
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.	4

21g. Technical Competencies	Competency Level
Provides support and technical services for DFST faculty and staff.	3

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
40%	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. Submits grade sheets within prescribed period to the Registrar through the department 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	2
50%	c. 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	2
5%	3. Performs administrative functions (if applicable)	2

5%	<p>4. Performs other functions, among others:</p> <p>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions</p> <p>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President</p>	2
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<p>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.</p>		
<p> LYNETTE C. CIMAFRANCA, April 22, 2024 Employee's Name, Date and Signature</p>		<p> VICTOR B. ASIO, PhD, April 22, 2024 Supervisor's Name, Date and Signature</p>