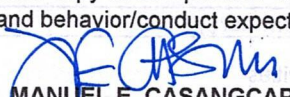
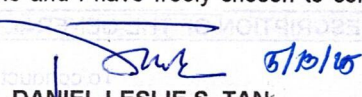


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s.2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Associate Professor 3			
2. ITEM NUMBER VISCAB-APRO3-9-2014		3. SALARY GRADE SG-21			
4. FOR LOCAL GOVERNMENT POSITION, 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 STATE UNIVERSITIES AND COLLEGES		6. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY			
7. DEPARTMENT / BRANCH / DIVISION Department of Agricultural and Biosystems Engineering		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
		PhP 65,637.00	ACA/PERA P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DABE		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, Faculty of Engineering			
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 (desktop and laptop), printer, LED projector, calculator, cellular phone					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive / Supervisors Non-Supervisors Staff		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please Specify): admin offices	
18. WORKING CONDITION					
Office Work Field Work		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> Other/s (Please Specify)		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT, OR SECTION To conduct instruction, research and extension activities.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) To conduct instruction, research and extension activities.					
21. QUALIFICATION STANDARDS					
21a. Education		21b. Experience		21c. Training	
Master of Applied Science (Agricultural Engineering)		NONE REQUIRED		NONE REQUIRED	
21d. Eligibility 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					2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction					2
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 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 Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.		2
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.		2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.		2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.		2
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.		2
21g. Technical Competencies		Competency Level
Provides support and technical services to Agricultural and Biosystems Engineering faculty and staff.		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
80%	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 assessments (quizzes, long exams, midterm exam, final exam, laboratory reports, projects, etc.) c. Checks assessments (quizzes, exams, laboratory reports, etc.) and returns them to students d. Submits grade sheets within the prescribed period to the	2
10%	2. Performs research and/or extension activities, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within the time frame 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%	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 b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	2
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.		
 MANUEL E. CASANGCAPAN Employee's Name, Date and Signature		 DANIEL LESLIE S. TAN Supervisor's Name, Date and Signature