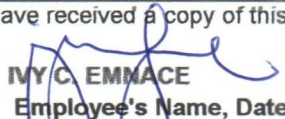
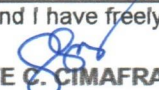


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| Republic of the Philippines POSITION DESCRIPTION FORM | | 1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center;">Professor III</div> | |
| 2. ITEM NUMBER | | 3. SALARY GRADE <div style="text-align: center;">SG 26 Step 1</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 <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div> | | 6. BUREAU OR OFFICE <div style="text-align: center;">DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY</div> | |
| 7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">DEPARTMENT OF FOOD SCIENCE AND TECH.</div> | | 8. WORKSTATION / PLACE OF WORK <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div> | |
| 9. PRESENT APPROP | 10. PREVIOUS APPROP ACT | 11. SALARY AUTHORIZED <div style="text-align: center;">113,891.00</div> | 12. OTHER COMPENSATION <div style="text-align: center;">ACA/PERA P2,000.00</div> |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Head, Dept. of Food Science and Technology</div> | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Dean, College of Agriculture and Food Science</div> | |
| 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 | |
| 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK <div style="text-align: center;">Computer, printer, laptop, projector, calculator</div> | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | |
| 17a. Internal | | 17b. External | |
| Occasional | Frequent | Occasional | Frequent |
| Executive / Supervisors | <input checked="" type="checkbox"/> | General Public | <input type="checkbox"/> |
| Non-Supervisors | <input checked="" type="checkbox"/> | Other Agencies | <input type="checkbox"/> |
| Staff | <input checked="" type="checkbox"/> | Others (Please Specify): | admin offices |
| 18. WORKING CONDITION | | | |
| Office Work | <input checked="" type="checkbox"/> | Field Work | <input type="checkbox"/> |
| Other/s (Please Specify) | | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION <div style="text-align: center;">To conduct instruction, research, extension and production</div> | | | |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) <div style="text-align: center;">To conduct instruction, research and extension</div> | | | |
| 21. QUALIFICATION STANDARDS | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
| Relevant Masteral degree | NONE REQUIRED | NONE REQUIRED | NONE 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 | | | 4 |
| 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction | | | 4 |
| 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; | | | 4 |
| 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results | | | 4 |
| 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. | | | 4 |
| 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems | | | 4 |
| 21f. Functional Competencies | | | Competency Level |
| 1. Consultation and Advising- Evaluates issues, concerns and problems of students to determine possible solutions or the needed courses of actions | | | 4 |
| 2. Critical Thinking and Problem-Solving- Analyzes and interprets available data and proposes possible solutions to address the problem/situation | | | 4 |

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| 3. Facilitating Learner-Centered Environment- Evaluates the effectiveness of activities in facilitating learner-centered environment. | 4 |
| 4. Filipino Values Restoration - Adopts and practices the Filipino values that are pro-God, pro-people, and pro-nature | 4 |
| 5. Innovative Instructional Materials Development- Applies techniques like scaffolding for creativity and innovations | 4 |
| 6. Innovative Teaching Strategies- Engages the class in activities by implementing developmentally- appropriate strategies in teaching. | 4 |
| 7. Publication Writing- Refines and produces a scientific article for publication in peer-reviewed journals Influences peers or subordinates to develop and publish scientific articles | 4 |
| 8. Sharing Expertise and Linkaging- • Learns the fundamentals of technical expertise sharing and assists in benchmarking of other institutions and maintaining existing linkages at the institutional level | 4 |
| 21g. Technical Competencies | Competency Level |
| Provides support and technical services for Dept. of Food Science and Technology faculty and staff. | 4 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) |
| 70% | <p>1. Teaches assigned subjects and performs other teaching related functions, among others, the following:</p> <ul style="list-style-type: none"> 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 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 |
| 25% | <p>2. Performs research and/or extension functions, among others the following:</p> <ul style="list-style-type: none"> a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame 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 |
| 5% | <p>4. Performs other functions, among others:</p> <ul style="list-style-type: none"> 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 |
| 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 | |
|  IVY C. ENNACE Employee's Name, Date and Signature |  LYNETTE C. CIMAFRANCA Supervisor's Name, Date and Signature |