



|   |  |  |  |
|---|--|--|--|
| <b>Republic of the Philippines</b><br><b>POSITION DESCRIPTION FORM</b><br><b>DBM-CSC Form No. 1</b><br>(Revised Version No. 1, s. 2017)   |  | <b>1. POSITION TITLE (as approved by authorized agency)</b><br>with parenthetical title<br><br><b>ASSISTANT PROFESSOR I</b>                |  |
| <b>2. ITEM NUMBER</b><br><br>AP1-12-2011  |  | <b>3. SALARY GRADE</b><br><br>15   |  |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>  |  |  |  |
| <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province<br/> <input checked="" type="checkbox"/> City<br/> <input type="checkbox"/> Municipality         </div> <div> <input type="checkbox"/> 1st Class<br/> <input type="checkbox"/> 2nd Class<br/> <input type="checkbox"/> 3rd Class<br/> <input type="checkbox"/> 4th Class         </div> <div> <input type="checkbox"/> 5th Class<br/> <input type="checkbox"/> 6th Class<br/> <input type="checkbox"/> Special         </div> </div> |  |  |  |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b><br><br>VISAYAS STATE UNIVERSITY   |  | <b>6. BUREAU OR OFFICE</b><br><br>DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES   |  |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b><br><br>COLLEGE OF ARTS AND SCIENCES  |  | <b>8. WORKSTATION / PLACE OF WORK</b><br><br>VSU, BAYBAY CITY, LEYTE   |  |
| <b>9. PRESENT</b><br><br>NA   | <b>10. PREVIOUS APPROP ACT</b><br><br>NA   | <b>11. SALARY AUTHORIZED</b><br><br>36,619   | <b>12. OTHER</b><br>ACA/PERA<br>P2,000.00  |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b><br><br>DEPARTMENT HEAD  |  | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b><br><br>COLLEGE DEAN  |  |
| <b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b><br>(if more than seven (7) list only by their item numbers and titles)   |  |  |  |
| POSITION TITLE  |  | ITEM NUMBER  |  |
| <b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b><br>Computer, Laptop, Printer, Projector, Calculator   |  |  |  |
| <b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>  |  |  |  |
| <b>17a. Internal</b><br>Executive / Supervisors<br>Non-Supervisors<br>Staff   | <b>Occasional</b><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/> | <b>Frequent</b><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <b>17b. External</b><br>General Public<br>Other Agencies<br>Others (Please Specify): _____ |
| <b>18. WORKING CONDITION</b><br>Office Work <input checked="" type="checkbox"/> Field Work <input type="checkbox"/> Other/s (Please Specify) _____  |  |  |  |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b><br>Implements the approved degree programs and do research, extension and production functions  |  |  |  |
| <b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b><br>Performs instruction related function, research and extension and other activities of the department.   |  |  |  |
| <b>21. QUALIFICATION STANDARDS</b>  |  |  |  |
| <b>21a. Education</b><br>MS Degree Relevant to the Job  | <b>21b. Experience</b><br>1 year relevant experience   | <b>21c. Training</b><br>4 hrs relevant training  | <b>21d. Eligibility</b><br>none required   |
| <b>21e. Core Competencies</b>   |  |  | <b>Competency</b>  |
| 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  | 1   |   |            |     |   |   |     |  |   |     |  |   |  |
| <b>21f. Functional Competencies</b>  | <b>Competency</b>   |   |            |     |   |   |     |  |   |     |  |   |  |
| 1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.   | 3   |   |            |     |   |   |     |  |   |     |  |   |  |
| 2. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.  | 3   |   |            |     |   |   |     |  |   |     |  |   |  |
| 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment   | 3   |   |            |     |   |   |     |  |   |     |  |   |  |
| 4. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.  | 4   |   |            |     |   |   |     |  |   |     |  |   |  |
| 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs   | 2   |   |            |     |   |   |     |  |   |     |  |   |  |
| 6. Research Development Extension Management - Identifies issues and potentials for further studies and generation of new knowledge 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.; Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies  | 3   |   |            |     |   |   |     |  |   |     |  |   |  |
| <b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>   | <b>Competency</b>   |   |            |     |   |   |     |  |   |     |  |   |  |
| <table border="1"> <thead> <tr> <th>Percentage of Working Time</th> <th>(State the duties and responsibilities here:)</th> <th>Competency</th> </tr> </thead> <tbody> <tr> <td>70%</td> <td>1. Teaches assigned subjects and performs other teaching related functions, among others, the following:<br/>a. Prepares and revised teaching materials/guides and submit to department head<br/>b. Prepares and gives examinations (mid/final/long/quizzes)<br/>c. Checks test papers and returns to students one week after examination<br/>d. Submits grade sheets within prescribed period to the Registrar through the department<br/>e. Turns over class records to department heads within two weeks after final examination<br/>f. Makes himself available for consultation by his/her students during scheduled consultation</td> <td>2</td> </tr> <tr> <td>10%</td> <td>2. Performs research and/or extension functions, among others the following:<br/>a. Prepares research/extension proposals<br/>b. Implements duly approved research/extension projects within time frame<br/>c. Prepares and submits reports within the prescribed period<br/>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations<br/>e. Submits output for possible publication/patenting</td> <td>2</td> </tr> <tr> <td>20%</td> <td>3. Performs other functions, among others:<br/>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br/>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President</td> <td>2</td> </tr> </tbody> </table> | Percentage of Working Time  | (State the duties and responsibilities here:) | Competency | 70% | 1. Teaches assigned subjects and performs other teaching related functions, among others, the following:<br>a. Prepares and revised teaching materials/guides and submit to department head<br>b. Prepares and gives examinations (mid/final/long/quizzes)<br>c. Checks test papers and returns to students one week after examination<br>d. Submits grade sheets within prescribed period to the Registrar through the department<br>e. Turns over class records to department heads within two weeks after final examination<br>f. Makes himself available for consultation by his/her students during scheduled consultation | 2 | 10% | 2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares and submits reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations<br>e. Submits output for possible publication/patenting | 2 | 20% | 3. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President | 2 |  |
| Percentage of Working Time   | (State the duties and responsibilities here:)   | Competency                                    |            |     |   |   |     |  |   |     |  |   |  |
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| 10%  | 2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares and submits reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations<br>e. Submits output for possible publication/patenting  | 2   |            |     |   |   |     |  |   |     |  |   |  |
| 20%  | 3. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President  | 2   |            |     |   |   |     |  |   |     |  |   |  |
| <b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>  |   |   |            |     |   |   |     |  |   |     |  |   |  |
| 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.   |   |   |            |     |   |   |     |  |   |     |  |   |  |
| <br><b>MARY ANN G. COBICO</b> 3/4/2020<br>Employee's Name, Date and Signature   | <br><b>JETT C. QUEBEC</b> 3/4/2020<br>Supervisor's Name, Date and Signature   |   |            |     |   |   |     |  |   |     |  |   |  |