

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b>		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b> <div style="text-align: center; font-weight: bold; padding: 5px;">ASSISTANT PROFESSOR II</div>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b> <div style="text-align: center; font-size: 1.2em;">56 16</div>			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<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					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> <div style="text-align: center; padding: 5px;">VISAYAS STATE UNIVERSITY</div>		<b>6. BUREAU OR OFFICE</b> <div style="text-align: center; padding: 5px;">DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY</div>			
<b>7. DEPARTMENT / BRANCH / DIVISION</b> <div style="text-align: center; padding: 5px;">DEPARTMENT OF FOOD SCIENCE AND TECH.</div>		<b>8. WORKSTATION / PLACE OF WORK</b> <div style="text-align: center; padding: 5px;">VSU, BAYBAY CITY, LEYTE</div>			
<b>9. PRESENT APPROP</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b> <div style="text-align: center; font-size: 1.2em;">₱ 33,584.00</div>	<b>12. OTHER COMPENSATION</b> <div style="text-align: center; padding: 5px;">ACA/PERA P2,000.00</div>		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> <div style="text-align: center; padding: 5px;">Head</div>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> <div style="text-align: center; padding: 5px;">Dean</div>			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <div style="text-align: center; font-size: 0.8em;">(if more than seven (7) list only by their item numbers and titles)</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">POSITION TITLE</td> <td style="width: 50%; text-align: center;">ITEM NUMBER</td> </tr> </table>				POSITION TITLE	ITEM NUMBER
POSITION TITLE	ITEM NUMBER				
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> <div style="text-align: center; padding: 5px;">Computer, printer, laptop, projector, calculator</div>					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
17a. Internal	Occasional	Frequent	17b. External		
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public		
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
			admin offices		
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b> <div style="text-align: center; padding: 5px;">To conduct instruction, research, extension and production</div>					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b> <div style="text-align: center; padding: 5px;">To conduct instruction, research and extension</div>					
<b>21. QUALIFICATION STANDARDS</b>					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
Relevant Masteral degree	1 year of relevant experience	4hrs of relevant training	NONE REQUIRED		
<b>21e. Core Competencies</b>			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 and issues			1		
<b>21f. Functional Competencies</b>			Competency Level		
1. Consultation and Advising- Manifests high redard for the various needs of studenrts and others in the academic community			2		
2. Critical Thinking and Problem-Solving- Identifies the problem and assesses what data are to be gathered to solve the problem/situation			2		
3. Facilitating Learner-Centered Environment- Develops innovative activities in facilitating learner-centered environment			3		



4. Filipino Values Restoration - Motivates and encourages students, colleagues and other stakeholders to practice appropriate values	4															
5. Innovative Instructional Materials Development-Effectively communicates visually and verbally within pre-class activities, presentations, learners participation within the audience professional fields.	3															
6. Innovative Teaching Strategies- Implements 21st century strategies in the classroom contained in the approved syllabi.	3															
7. Publication Writing- Conceptualizes, develops and self-edits drafts of outline of outputs	3															
8. Extension Management - Identifies new knowledge & matured technologies due for adoption & implementation of target beneficiaries & conceptualizes programs, activities & projects & implements effective transfer mechanisms & strategies.	2															
9. Research Management - Identifies issues & potentials for further studies & generation of new knowledge & technologies for the betterment of mankind, mother earth & the universe & conceptualizes proposals for funding & conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.	2															
10. 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 levels.	2															
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>															
<table border="1"> <thead> <tr> <th>Percentage of Working Time</th> <th>(State the duties and responsibilities here:)</th> <th></th> </tr> </thead> <tbody> <tr> <td>40%</td> <td>           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            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         </td> <td>2</td> </tr> <tr> <td>45%</td> <td>           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            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         </td> <td>2</td> </tr> <tr> <td>5%</td> <td>3. Performs administrative functions (if applicable)</td> <td>2</td> </tr> <tr> <td>10%</td> <td>           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         </td> <td>2</td> </tr> </tbody> </table>	Percentage of Working Time	(State the duties and responsibilities here:)		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 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	45%	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 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	2	5%	3. Performs administrative functions (if applicable)	2	10%	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	
Percentage of Working Time	(State the duties and responsibilities here:)															
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 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														
45%	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 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	2														
5%	3. Performs administrative functions (if applicable)	2														
10%	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														
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>																
<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> <div style="display: flex; justify-content: space-between;"> <div> <p><b>INISH CHRIS P. MESIAS, NOV. 18, 2019</b> Employee's Name, Date and Signature</p> </div> <div> <p><b>IVY C. EMNACE, NOV. 18, 2019</b> Supervisor's Name, Date and Signature</p> </div> </div>																