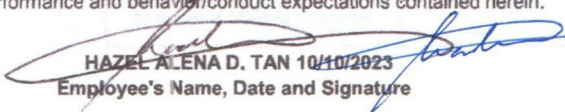
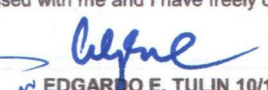


|   |   |  |  |
|---|---|--|--|
| <b>Republic of the Philippines</b><br><b>POSITION DESCRIPTION FORM</b><br><b>DBM-CSC Form No. 1</b><br>(Revised Version No. 1, s. 2017)   |   | <b>1. POSITION TITLE</b> (as approved by authorized agency) with<br>parenthetical title  |  |
| <b>2. ITEM NUMBER</b>   |   | <b>3. SALARY GRADE</b><br><br>12   |  |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>  |   |  |  |
| <input type="checkbox"/> Province<br><input checked="" type="checkbox"/> City<br><input type="checkbox"/> Municipality                    |   | <input type="checkbox"/> 1st Class<br><input type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class<br><input type="checkbox"/> 4th Class<br><input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special |  |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/<br/>LOCAL GOVERNMENT</b>   |   | <b>6. BUREAU OR OFFICE</b>   |  |
| STATE UNIVERSITY & COLLEGES   |   | VISAYAS STATE UNIVERSITY   |  |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b>  |   | <b>8. WORKSTATION / PLACE OF WORK</b>  |  |
| Philippine Root Crop Research and Training Center<br>(PhilRootcrops)  |   | VSU, BAYBAY CITY, LEYTE  |  |
| <b>9. PRESENT APPROP</b><br>NA  | <b>10. PREVIOUS APPROP ACT</b><br>NA  | <b>11. SALARY AUTHORIZED</b><br>29,165   | <b>12. OTHER COMPENSATION</b><br>ACA/PERA P2,000.00  |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>   |   | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  |  |
| Director, PhilRootcrops   |   | VP for Research, Extension, and Innovation, OVPREI   |  |
| <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><br>Computer, printer, laptop, 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 checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/> | <b>Frequent</b><br><input 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): admin offices     |
| <b>18. WORKING CONDITION</b>  |   |  |  |
| Office Work   | <input type="checkbox"/>  | <input checked="" type="checkbox"/>  | Other/s (Please Specify)   |
| Field Work  | <input checked="" type="checkbox"/>   | <input type="checkbox"/>   |  |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b><br>To conduct instruction, research and extension             |   |  |  |
| <b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b><br>To conduct instruction, research and extension      |   |  |  |
| <b>21. QUALIFICATION STANDARDS</b>  |   |  |  |
| <b>21a. Education</b><br>Relevant Masteral degree   | <b>21b. Experience</b><br>NONE REQUIRED   | <b>21c. Training</b><br>NONE REQUIRED  | <b>21d. Eligibility</b><br>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 Savvy - 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                |
| 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 for Mechanical Eng'g 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:<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>2. Performs research and/or extension functions, among others the following: | 2                |
| 10%  | a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares 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                |
| 5%   | 3. Performs administrative functions (if applicable)<br>4. Performs other functions, among others:   | 2                |
| 5%   | 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                |
| 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> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <br/> <b>HAZEL ALENA D. TAN 10/10/2023</b><br/>             Employee's Name, Date and Signature           </div> <div style="text-align: center;"> <br/> <b>EDGARDO E. TULIN 10/10/2023</b><br/>             Supervisor's Name, Date and Signature           </div> </div> |  |                  |