



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 ASSISTANT PROF. IV	
2. ITEM NUMBER AP4-16-2022		3. SALARY GRADE SG18	
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 VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE OFFICE OF THE PRESIDENT	
7. DEPARTMENT / BRANCH / DIVISION Department of Biological Sciences		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP NA	10. PREVIOUS APPROP ACT NA	11. SALARY AUTHORIZED 45,203.00	12. OTHER COMPENSATION ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DBS		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Arts and Sciences	
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 Computer, printer, laptop, projector, microscope, clean bench, petri plates, autoclave and other microbiology tools and materials			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors Non-Supervisors Staff	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input 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 type="checkbox"/>	<input 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			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To conduct instruction, research and extension			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	NONE REQUIRED <i>2 years of relevant experience</i>	NONE REQUIRED <i>8hrs of relevant training</i>	NONE REQUIRED <i>NA</i>
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			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.			3
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			3
5. Research 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.			2
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.			3
21g. Technical Competencies			Competency Level
Provides support and services for DBS faculty and staff.			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
90%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revises 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 f. Available for student consultation during scheduled consultation hours g. Serves as thesis adviser for undergraduate and as GAC member for graduate students h. Prepares syllabus for assigned subjects		2
5%	2. Performs research and/or extension functions, among others the following: a. Prepares manuscript from dissertation/thesis and submits some of the research output for possible publication b. Serves as technical consultant for microorganisms used as models in some computer science research that are submitted for publication and patent b. Performs as a peer reviewer for the Annals of Tropical Ecology Journal		2

5%	3. Performs other functions, among others: a. Performs as GAD coordinator 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:		
<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 data-bbox="263 443 774 539"> <p> Oct. 10, 2022 <u>BERNA LOU A. REGIS</u> Employee's Name, Date and Signature</p> </div> <div data-bbox="880 443 1332 539"> <p> Oct. 10, 2022 <u>ANALYN M. MAZO</u> Supervisor's Name, Date and Signature</p> </div> </div>		