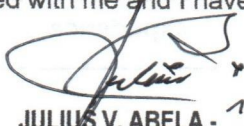


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1		1. POSITION TITLE (as approved by authorized agency) with parenthetical title									
		ASSOCIATE PROFESSOR 5									
2. ITEM NUMBER		3. SALARY GRADE									
		23									
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS											
☐ Province ☒ City ☐ Municipality ☐ 1st Class ☐ 2nd Class ☐ 3rd Class ☐ ☐ 5th Class ☐ 6th Class ☐ Special											
5. DEPARTMENT, CORPORATION OR AGENCY/		6. BUREAU OR OFFICE									
VISAYAS STATE UNIVERSITY											
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK									
Department of Animal Science		VSU, BAYBAY CITY, LEYTE									
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION								
			ACA/PERA P2,000.00/mo.								
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR									
Head, Department of Animal Science		Dean, College of Agriculture									
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED											
(if more than seven (7) list only by their item numbers and titles)											
POSITION TITLE		ITEM NUMBER									
Job Order Employee		n/a									
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK											
Instructional materials, computer, cellphone, calculator, analytical equipment, microscope, books, audio-visual aids, computer printers/copiers, internet, and laboratory animals.											
17. CONTACTS / CLIENTS / STAKEHOLDERS											
17a. Internal		Occasional		Frequent		17b. External		Occasional		Frequent	
Executive / Managerial		☐		☒		General Public		☒		☐	
Supervisors		☐		☒		Other Agencies		☒		☐	
Non-Supervisors		☒		☐		Others (Please Specify):		☐		☒	
Staff		☒				Students					
18. WORKING CONDITION											
Office Work		☐		☒		Other/s (Please Specify)					
Field Work		☒		☐		Classroom (lec/lab classes)					
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION											
Implements the approved degree programs through instruction, do research, extension services, animal production functions.											
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)											
Performs teaching in instruction, do research, extension, administrative (department Animal Nutrition Laboratory In-charge), and other academic related functions.											
21. QUALIFICATION STANDARDS											
21a. Education			21b. Experience			21c. Training			21d. Eligibility		
Relevant Masteral Degree			3 years of related experience			16 hours of relevant training			Agriculturist Licensure (RA 1080)		

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		3
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction		3
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;		3
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results		3
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.		3
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues		3
21f. Functional Competencies		Competency Level
1. Administrative Services Management (as department Animal Nutrition Laboratory In-charge0))		2
2. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.		4
3. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.		4
4. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.		4
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.		4
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.		4
21g. Technical Competencies		Competency Level
Provides support and technical services for Department of Animal Science faculty and staff.		4
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: 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
10%	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 (department Animal Nutrition Laboratory In-charge0	2
5%	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
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 the performance and behavior/conduct expectations contained herein.		
 DINAH M. ESPINA - _____ Employee's Name, Date and Signature		 JULIUS V. ABELA - _____ Supervisor's Name, Date and Signature