

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

2. ITEM NUMBER

3. SALARY GRADE

VTSCAB-PROF3-18-2024

26

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- ☐ Province  
☐ City  
☐ Municipality

- ☐ 1st Class  
☐ 2nd Class  
☐ 3rd Class  
☐ 4th Class

- ☐ 5th Class  
☐ 6th Class  
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

SUC

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

Department of Forest Sciences (DFS), College of  
Forestry and Environmental Science (CFES)

VSU, BAYBAY CITY, LEYTE

9. PRESENT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

Php 1,209,456.00

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Forestry and Environmental Science

Vice President for Academic Affairs

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

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Computer/laptop, printer, projector, paper, ballpen, pencil, chalk, calculator and other instructional facilities

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive /

☐

☒

Supervisors

☐

☒

Non-Supervisors

☒

☐

Staff

☒

☐

General Public

☒

☐

Other Agencies

☒

☐

Others (Please Specify):

admin offices

18. WORKING CONDITION

Office Work

☒

☐

Field Work

☐

☐

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

To provide instruction, research and extension services.



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To provide instruction in Forestry courses.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	NONE REQUIRED	NONE REQUIRED	NONE 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			4
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			4
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			4
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			4
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.			4
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues			4
21f. Functional Competencies			Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.			4
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.			4
3. 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. Research Management- Identifies issues and potentials for future studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conduct studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.			4
6. 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 Forestry faculty and staff.			4
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
Percentage of Working Time	(State the duties and responsibilities here:)		Competency Level
30%	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. Makes himself available for consultation by his/her students during scheduled consultation hours		4
60%	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 reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting		4
10%	3. 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		4
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.			
ANATOLIO N. POLINAR May 2, 2024 Employee's Name, Date and Signature		RENEZITA S. COME May 2, 2024 Supervisor's Name, Date and Signature	