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| <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 (as approved by authorized agency) with parenthetical title</b><br><br><b>PROFESSOR III</b>                                     |                               |
| <b>2. ITEM NUMBER</b>   |                                     | <b>3. SALARY GRADE</b>   |                               |
| PRO3-6-2022   |                                     | SG-26/1  |                               |
| <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 |                               |
|   |                                     | <input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special   |                               |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>   |                                     | <b>6. BUREAU OR OFFICE</b>   |                               |
| VISAYAS STATE UNIVERSITY  |                                     | College of Agriculture & Food Science  |                               |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b>  |                                     | <b>8. WORKSTATION / PLACE OF WORK</b>  |                               |
| Department of Agronomy  |                                     | DSS, VSU, BAYBAY CITY, LEYTE   |                               |
| <b>9. PRESENT APPROP</b>  | <b>10. PREVIOUS APPROP ACT</b>      | <b>11. SALARY AUTHORIZED</b>   | <b>12. OTHER COMPENSATION</b> |
| N/A   | N/A                                 | Php 113,891.00   | ACA/PERA Php 2,000.00         |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>   |                                     | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  |                               |
| DEAN, College of Agriculture and Food Science (CAFS)  |                                     | Vice-President for Academic Affairs  |                               |
| <b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>  |                                     |  |                               |
| (if more than seven (7) list only by their item numbers and titles)   |                                     |  |                               |
| N/A   |                                     | N/A  |                               |
| <b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>   |                                     |  |                               |
| Computer, printer, laptop, projector, laboratory chemicals, soil laboratory equipment (e.g. pH meter, UV-vis, fumehood, soil oven), fertilizers, calculator, ballpens, pencil, meterstick, record book, note book |                                     |  |                               |
| <b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>  |                                     |  |                               |
| <b>17a. Internal</b>  | <b>Occasional</b>                   | <b>Frequent</b>  | <b>17b. External</b>          |
| Executive / Supervisors   | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | General Public                |
| Non-Supervisors   | <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | Other Agencies                |
| Staff   | <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | Others (Please Specify):      |
|   |                                     |  | farmers/other stakeholders    |
| <b>18. WORKING CONDITION</b>  |                                     |  |                               |
| Office Work   | <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | Other/s (Please Specify)      |
| Field/Lab Work  | <input type="checkbox"/>            | <input checked="" type="checkbox"/>  |                               |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>   |                                     |  |                               |
| Implements the approved degree programs and conduct research, extension and/ production functions.  |                                     |  |                               |



| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  |   |                                |                            |
|--|---|--------------------------------|----------------------------|
| Performs instruction, research and extension functions of the department.  |   |                                |                            |
| 21. QUALIFICATION STANDARDS  |   |                                |                            |
| 21a. Education   | 21b. Experience   | 21c. Training                  | 21d. Eligibility           |
| Masteral degree  | 5 years of work experience  | 32 hours of relevant trainings | PRC Licensed Agriculturist |
| 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  |   |                                | 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 Teaching 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. 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 Soil Science faculty, staff and students as well as farmers, agricultural technicians and other agencies   |   |                                | 4                          |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)  |   |                                | Competency Level           |
| Percentage of Working Time   | (State the duties and responsibilities here:)   |                                |                            |
| 50%  | 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 Dean and concerned office<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>e. Turns over class records to department heads within two weeks after final examination<br>f. Makes himself available for consultation by his/her students during scheduled consultation hours | 4                              |                            |
| 30%  | 2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares and submits 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  | 4                              |                            |

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|-----|---|---|
| 15% | a. Performs administrative functions as Dept Head   | 4 |
| 5%  | 4. Performs other functions, among others:<br>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 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.

  
**SUZETTE B. LINA** 10/7/2022  
 Employee's Name, Date and Signature

  
**VICTOR B. ASIO** 10/7/2022  
 Supervisor's Name, Date and Signature