



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 PROFESSOR III**

2. ITEM NUMBER

3. SALARY GRADE

19

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

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

NCRC-Visayas

7. DEPARTMENT / BRANCH / DIVISION

NATIONAL COCONUT RESEARCH CENTER-  
Visayas

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P45,269/mo

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE

DIRECTOR, NCRC-V

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VICE PRESIDENT, RESEARCH & EXTENSION

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

Science Research Assistant, Science Aide, Laborers

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

Computer, printer, laptop, projector, calculator

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 conduct instruction, research and extension

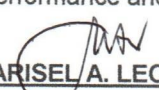
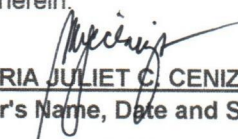
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

To conduct instruction, research and extension



<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Relevant Masteral degree	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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 and issues			1
<b>21f. Functional Competencies</b>			<b>Competency Level</b>
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
<b>21g. Technical Competencies</b>			<b>Competency Level</b>
Provides support and technical services (Instruction & RDE) in the field of Food Science			2
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here.)</i>		
70%	Performs research and extension functions and supervises laboratory scale production of coconut-based food products:	2	
	Prepares research/extension proposals.		
	Implements duly approved research/extension projects within the time frame.		
	Prepares reports within the prescribed period		
	Presents research/extension outputs during conferences/flora of legitimate professional organizations		
	Submit outputs for possible publication/ technology/protection.		
	Conducts meetings with research assistant/aide and laborers of the food processing section of the center.		
	Maintains a techno-demo of coconut utilization for food		



	Conducts technology demonstrations on coconut-based food technologies to interested clients	
	Discuss to walk-in clients about the available technologies of coconut for food	
	Supervises the science assistant/aide and laborers in the laboratory scale production of coconut-based food products	
25%	Teaches assigned subjects and performs other teaching related functions, among others are the following:	2
	Prepares and revises teaching materials/guides of the subjects/assigned by DFST	
	Prepares and gives quizzes, long and term examinations.	
	Check test papers, records scores/results and returns the quizzes and test papers to students	
	Submits grade sheets to the University Registrar through the department within the prescribed period	
	Acts as adviser/committee chairman/member to graduate/undergraduate students and adviser to high school students & elementary pupils.	
	Makes herself available for consultation of students during agreed scheduled time.	
5%	Performs other functions, among others are the following:	2
	Performs functions relative to committee memberships and assignments	
	Performs other functions assigned by the center director and other supervisors.	
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>		
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.		
 <b>MARISEL A. LEORNA</b> Employee's Name, Date and Signature		 <b>MARIA JULIET C. CENIZA</b> Supervisor's Name, Date and Signature