| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS () provincial () 1st class () 2nd class () 6th class () 6th class () municipality () 3rd class () 4th class 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT 6. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY Department of Pure & Applied Chemistry | | | 1. POSITION TITLE (as au | 1. POSITION TITLE (as authorized by DBM) | | |
|--|---|--|--|--|--|--|
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS () provincial () over the content of the | | | | | | |
| | 2. ITEM NO.: | him venil to asignifing preset to se | 3. SALARY GRADI | E: 12 | own valuen eop 4 Championing 8 | |
| Competency Com | 4. FOR LOCAL GOVERNMENT PO | SITION, ENUMERATE GOVERN | MENT UNIT AND CLASS | | | |
| VISAYAS STATE UNIVERSITY Department of Pure & Applied Chemistry 7. DEPARTMENT/BRANCH/DIVISION Department of Pure & Applied Chemistry 9. PRES, APPROP ACT 1. PREV. APPROP ACT 1. SALARY AUTHORIZED 12. OTHER P21,387 ACA PERA 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head Department Head College Dean 15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (?) list only by their item numbers and titles). None 16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK AAS, Analytical Balance, Computer, DL. Projector, UV-vis Spectrephotometer 17. CONTACTS/CLIENTS/STAKEHOLDERS 17a. Internal Occasional Frequent Executive/Managerial () () () () () () () () () (| () provincial () city () municipality | () 2nd class () 3rd class | class () 6th class class | | | |
| 7. DEPARTMENT/BRANCH/DIVISION Department of Pure & Applied Chemistry 9. PRES, APPROP ACT 1. PREV. APPROP ACT 11. SALARY AUTHORIZED 12. OTHER P21,387 ACA PERA 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head 14. POSITION TITLE OF INST HIGHER SUPERVISOR Department Head 15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (If more than seven (7) list only by their item numbers and titles) None 16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK AAS, Analytical Balance, Computer, DL Projector, UV-vis Spectrophotometer 17. CONTACTS/CLIENTS/STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent ExecutiveManagerial () () General Public () () () Supervisors () () Other Agencies () () Other Agencies () () () Staff () () Other/Resease specify. Admin Diffices 18. WORKING CONDITION Office Work () Other's (Please Specify) Field Work () Other's (Please Specify) Field Work () Other's (Please Specify) Field Work () Teaches Chemistry subjects, advise thesis students, as member of DcPAC-VSU committees 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility MS in Biochemistry 22 yrs & mos of teaching experience training 11 Atomic Absorption Spectrophotometer training 21e. CORE COMPETENCIES Complete and design delements and decivers explicit requirements of customers to problems and Making Decisions Provides timely solutions to problems and decision delemmas that have dearcut options and/or choices and whose solutions are available and can be accessed from a detabase or gleaned from an existing policy or process. | 5. DEPARTMENT, CORPORATION OF | R AGENCY/LOCAL GOVERNMENT | 6. BUREAU OR OFFICE | | | |
| Department of Pure & Applied Chemistry 9. PRES, APPROP ACT 1. PREV. APPROP ACT 1. PREV. APPROP ACT 11. SALARY AUTHORIZED 12. OTHER P21,387 ACA PERA 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head 15. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head 16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK AAS, Analytical Balance, Computer, DL Projector, UV-vis Spectrophotometer 17. CONTACTS/CLIENTS/STAKEHOLDERS 17a. Intenal Occasional Frequent 17b. External Occasional Frequent Executive/Managerial () Other Agencies () Other (Please specify: KX) Admin Offfices Office Work () 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Office Courses in Chemistry, supports course-related students' activities, conducts relevant researches, and fosters community engagements. 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility 1 Adomin Offices Competency Level 1 Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2complex with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers to problems and Making Decisions Provides templey solitions and Making Decisions Provides templey solitions and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a detabase or gleaned from an existing policy or processes. | VISAYAS STATE UNIVERSITY | | Department of Pure & Applied Chemistry | | | |
| 9. PRES, APPROP ACT 1. PREV. APPROP ACT 11. SALARY AUTHORIZED P21,387 ACA PERA 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head College Dean 15. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head College Dean 15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their litem numbers and titles) None 16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK AAS, Analytical Balance, Computer, DL Projector, UV-vis Spectrophotometer 17. CONTACTS/CLIENTS/STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive/Managerial () () Other Agencies () () Other Agencies () Others (Please specify: (X) () Staff () WORKING CONDITION Office Work () Other's (Please Specify) Field Work () Other's (Please Specify) Teaches Chemistry, supports course-related students' activities, conducts relevant researches, and fosters community engagements. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summany) Teaches Chemistry subjects, advise thesis students, as member of DePAC-VSU committees 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility MS in Biochemistry 22 yrs & 8 mos of teaching experience Training 21d. Eligibility 1 Atomic Absorption Service Excellence Complete with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. Solving Problems and Making Decisions Provides timely solutions to problems and decision delemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a detabase or gleaned from an existing policy or process. | 7. DEPARTMENT/BRANCH/DIVISION | | | | | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head Dep | Department of Pure & Applied Chemistry | | the property of the property o | | | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head 15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (If more than seven (7) list only by their item numbers and titles) None 16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK AAS, Analytical Balance, Computer, DL Projector, UV-vis Spectrophotometer 17. CONTACTSICLIENTS/STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Computer (1) Ceneral Public Computer (1) Other Agencies Computer (1) Others (Please specify: (X) (1) Others (Please specify) (X) (1) Others (Please specify) B. WORKING CONDITION Officer Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Officer sourses in Chemistry, supports course-related students' activities, conducts relevant researches, and fosters community engagements. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summany) Teaches Chemistry subjects, advise thesis students, as member of DoPAC-VSU committees 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility MS in Biochemistry 2 yrs 8 8 mos of teaching experience 1 Exemptifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2 Delivering Service Excellence Complete with CSC's established standards of delivery or service level agreements and delivers explicit 1 Exemptifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2 Delivering Service Excellence Complete with CSC's established standards of delivery or service level agreements and delivers explicit 1 requirements of customers 3. Solving Problems and Making Decisions Provides timely solutions to problems and edecision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a detabase or gleaned from an existing policy or process. | 9. PRES, APPROP ACT | 1. PREV. APPROP ACT | To all M | The state of the s | | |
| Department Head College Dean | arbaient baad 🏄 💮 | s/guides and submit to dep | lan etem anidasa pariven | ACA PER | A | |
| 15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (iff more than seven (7) list only by their item numbers and titles). None 16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK AAS, Analytical Balance, Computer, DL Projector, UV-vis Spectrophotometer 17. CONTACTS/CLIENTS/STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive/Managerial () () General Public () () () Supervisors () () Other Agencies () () () Supervisors () () Others (Please specify: (X) ()) Staff () Others (Please specify: (X) () Staff () Others (Please Specify: (X) ()) 18. WORKING CONDITION Office Work () Others (Please Specify) Filed Work () Others (Please Specify) Offers courses in Chemistry, supports course-related students' activities, conducts relevant researches, and fosters community engagements. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Teaches Chemistry subjects, advise thesis students, as member of DoPAC-VSU committees 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility MS in Biochemistry 2 2 yrs & 8 mos of teaching experience 11) Atomic Absorption Spectrophotometer training 11 Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2. Delivering Service Excellence Complise with CSC's established standards of delivery or service level agreements and delivers explicit 1 requirements of customers. 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision diemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | | | |
| (if more than seven (7) list only by their item numbers and titles). None 16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK AAS, Analytical Balance, Computer, DL Projector, UV-vis Spectrophotometer 17. CONTACTS/CLIENTS/STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive/Managerial () () General Public () () () Supervisors () () Other Agencies () () () Supervisors () () Others (Please specify: (X) () Staff () Admin Offfices 18. WORKING CONDITION Office Work () Other/s (Please Specify) Filed Work () Other/s (Please Specify) 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Offers courses in Chemistry, supports course-related students' activities, conducts relevant researches, and fosters community engagements. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Teaches Chemistry subjects, advise thesis students, as member of DoPAC-VSU committees 21. QUALIFICATON STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility MS in Biochemistry 2 yrs & 8 mos of teaching experience 21c. Training 11 Atomic Absorption Spectrophotometer training 21d. Eligibility 1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2. Delivering Service Excellence Compless with CSC's established standards of delivery or service level agreements and delivers explicit 1 requirements of customers. 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | Departm | ent Head | aners and regums to stude | College Dean | | |
| 16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK AAS, Analytical Balance, Computer, DL Projector, UV-vis Spectrophotometer 17. CONTACTS/CLIENTS/STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive/Managerial () () General Public () () () Supervisors () () Other Agencies () () () Non Supervisors () () Other Agencies () () () () Staff () Other Specify: () () Other Specify: () () () () Staff () Other/s (Please specify: () () () () () () () () () (| 15. POSITION TITLE AND ITEM OF | F THOSE DIRECTLY SUPERVISE | ED | | | |
| AAS, Analytical Balance, Computer, DL Projector, UV-vis Spectrophotometer 17. CONTACTS/CLIENTS/STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive/Managerial () () General Public () () () Supervisors () () Other (Release specify: (X) () () Supervisors () () Others (Release specify: (X) () () () Staff () Others (Release specify: (X) () () () Admin Offfices (X) (X) () (X) (X) () (X) (X) (X) (X) (| (if more than seven (7) list | only by their item numbers and | titles) None | . Tums over di | | |
| 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive/Managerial () General Public () () () () () () () () () () () () () | 16 MACHINE, EQUIPMENT, TOOL | LS ETC., USED REGULARLY IN | PERFORMANCE OF WORK | acit cimsxe | | |
| 17a. Internal | perpense Si | AAS, Analytical Balance, Compute | er, DL Projector, UV-vis Spectrop | hotometer | | |
| Executive/Managerial () () General Public Other Agencies () () () () Supervisors () () Other Agencies () Others (Please specify: (X) () () Others (Please specify: (X) () () Admin Offfices () () Others (Please specify: (X) () () Admin Offfices () () Others (Please specify: (X) () () Admin Offfices () () Others (Please Specify) () () Others courses in Chemistry, supports course-related students' activities, conducts relevant researches, and fosters community engagements. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) () Teaches Chemistry subjects, advise thesis students, as member of DoPAC-VSU committees () () Others (Please Specify) () Others (| 17. CONTACTS/CLIENTS/STAKE | HOLDERS | ch and/oc.éxiensian functi | nesan moha | 386 - 12. 4 | |
| Supervisors () () Other Agencies () () () Others (Please specify: (X) () () () Admin Offfices () (X) (X) () () (X) (X) (X) (X) (X) (X | 17a. Internal Occasio | onal Frequent | 17b. External | Occasional | Frequent | |
| Office Work () 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Offers courses in Chemistry, supports course-related students' activities, conducts relevant researches, and fosters community engagements. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Teaches Chemistry subjects, advise thesis students, as member of DoPAC-VSU committees 21. QUALIFICATON STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility MS in Biochemistry 2 yrs & 8 mos of teaching experience 1) Atomic Absorption Spectrophotometer training 21e. CORE COMPETENCIES Competency Level 1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | Supervisors () Non Supervisors () | () () () () respectively (X) reserve / fora of te | Other Agencies Others (Please specify: | () | () | |
| Office Work () 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Offers courses in Chemistry, supports course-related students' activities, conducts relevant researches, and fosters community engagements. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Teaches Chemistry subjects, advise thesis students, as member of DoPAC-VSU committees 21. QUALIFICATON STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility MS in Biochemistry 2 yrs & 8 mos of teaching experience 1) Atomic Absorption Spectrophotometer training 21e. CORE COMPETENCIES Competency Level 1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | 18. WORKING CONDITION | Voatenturg | us cor not sible publication | dana seringa s dana seringa s | | |
| Offers courses in Chemistry, supports course-related students' activities, conducts relevant researches, and fosters community engagements. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Teaches Chemistry subjects, advise thesis students, as member of DoPAC-VSU committees 21. QUALIFICATON STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility MS in Biochemistry 2 yrs & 8 mos of teaching | Office Work | () | Other/s (Please Specify) | nimus entidas Perioms others | NA STATE | |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Teaches Chemistry subjects, advise thesis students, as member of DoPAC-VSU committees 21. QUALIFICATON STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility MS in Biochemistry 2 yrs & 8 mos of teaching experience 1) Atomic Absorption Spectrophotometer training 2) Licensed Chemist Competency Level 1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | 19. BRIEF DESCRIPTION OF THE | GENERAL FUNCTION OF THE | UNIT OR SECTION | Performs run | | |
| Teaches Chemistry subjects, advise thesis students, as member of DoPAC-VSU committees 21. QUALIFICATON STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility MS in Biochemistry 2 yrs & 8 mos of teaching experience 21c. Training 21d. Eligibility 2 yrs & 8 mos of teaching spectrophotometer training 21e. CORE COMPETENCIES Competency Level 1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | Offers courses in Chemistry, sup | pports course-related students' act | ivities, conducts relevant researc | hes, and fosters cor | mmunity engagements. | |
| 21a. Education 21b. Experience 21c. Training 21d. Eligibility MS in Biochemistry 2 yrs & 8 mos of teaching experience 21e. CORE COMPETENCIES 1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | 20. BRIEF DESCRIPTION OF THE | GENERAL FUNCTION OF THE I | POSITION (Job Summary) | Performs oth | 1 | |
| 21a. Education 21b. Experience 21c. Training 21d. Eligibility 2 yrs & 8 mos of teaching experience 21e. CORE COMPETENCIES 21e. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | Teaches Chemistry subj | ects, advise thesis students, as me | ember of DoPAC-VSU committee | T AND ACCIPITA | 23. ACKNOWLEDGMEN | |
| MS in Biochemistry 2 yrs & 8 mos of teaching experience 1) Atomic Absorption Spectrophotometer training 2) Licensed Chemist Competency Level 1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | 21. QUALIFICATON STANDARDS | | widths because good and if no | racing citting | laco é betieten cuart l | |
| 21e. CORE COMPETENCIES Competency Level 1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | 21a. Education | | | | | |
| Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | | | Spectrophotom | | - A CANAL CONTRACTOR OF THE CO | |
| Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules 2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | 21e. CORE COMPETENCIES | | | | Competency Level | |
| whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | Acknowledges and respe 2. Delivering Service Exce Complies with CSC's esta requirements of customer 3. Solving Problems and I | ellence ablished standards of delivery or se rs. Making Decisions | ervice level agreements and deliv | ers explicit | 1 1 | |
| | whose solutions are avail process. | able and can be accessed from a | | | Competency Level | |

| | ating Personal Effectiveness – Responds effectively to guidelines & feedback on one's ce, well being and learning discipline. | 1 |
|---|--|---|
| Speaking requires m | Effectively – Effectively delivers messages that simply focus on data, facts or information & inimal preparation or can be supported by available communication materials | 1 |
| | ffectively - Refers to and/or uses existing communication materials or templates to produce | |
| own writter 4. Champion | n work ning & applying innovation – Demonstrates an awareness of basic principles of innovation. | y marks |
| 4. Onampion | | 1 |
| | A SMT POSITION ENVIRENTE COVERNMENT WITH AND CLASS | ALL S AUQUE A |
| | 100 Met 1 100 Me | 9F31 |
| 21g. TECHNICAL C | Competency Level | |
| | SOFTION OF DAPPING BY THE SHEEP SOFTION FOR PART BOTTON | person its frames s |
| 22. STATEMENT O | F DUTIES AND RESPONSIBILITIES (Technical Competencies) | Competency Level |
| Percent of | POSICIONAL PROPERTINGUISTA CON CONTROL POR | A SINGLY CONTROL OF THE |
| Working Time | DUTIES | |
| 90% | Teaches assigned subjects and performs other teaching related functions, am others, the following: | ong |
| - | a. Prepares and revised teaching materials/guides and submit to department | head |
| 100 | b. Prepares and gives examinations (mid/final/long/quizzes) | O EAT ADDRESS D |
| | 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 | A BIT VOINOT RE |
| | e. Turns over class records to department heads within two weeks after final examination | pour a zine a la |
| | f. Makes himself available for consultation by his/her students during schedu consultation hours | led |
| 5% | 2. Performs research and/or extension functions, among others the following: | EUROTIAMO, T |
| 1-20-70 | a. Prepares research/extension proposals | |
| (1) | b. Implements duly approved research/extension projects within approved tire frame | ne Litabene Managara |
| 7.1 | c. Prepares and prepares reports within the prescribed period | No. Summerican |
| | d. Presents research/extension outputs during conferences/fora of legitimate professional organizations | |
| | e. Submits output for possible publication/patenting | PRIMOD DATE OF RE |
| NA | 3. Performs administrative functions (if applicable) | Win Confe |
| 5% | 4. Performs other functions, among others: | Fluid Violation |
| ny engagentènia | Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions | REGORD THE CONTROL OF |
| | Performs other functions assigned by the department head, College Dean, Presidents and the University President | Vice apparent |

23. ACKNOWLEDGMENT AND ACCEPTANCE

I have received a copy of this job description. It has been discussed with me and I have received a copy of this job description. It has been discussed with me and I have received a copy of this job description. It has been discussed with me and I have received a copy of this job description. It has been discussed with me and I have received a copy of this job description. It has been discussed with me and I have received a copy of this job description. It has been discussed with me and I have received a copy of this job description. It has been discussed with me and I have received a copy of this job description. It has been discussed with me and I have received a copy of this job description.

MARY ANNILYN L. VILLAR
Employee's Name, Date and Signature

CANDELARIO L CALIBO Supervisor's Name, Date and Signature

Pdf cb ,doc