



REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

ASSISTANT PROFESSOR I

2. ITEM NO.: AP1-22-2008

3. SALARY GRADE : 15

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

() provincial
() 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

7. DEPARTMENT/BRANCH/DIVISION

ECOLOGICAL FARM AND RESOURCE and MANAGEMENT
INSTITUTE

8. WORKSTATION/PLACE OF WORK

VSU , Baybay

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P 348,120

ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, EcoFARMI

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VP, Research and Extension

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

Laboratory equipment, computer, printer, laptop, projector

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive/Managerial (x)
Supervisors ()
Non Supervisors ()
Staff ()

(x)
()
()
()

()
(x)
(x)
(x)

General Public
Other Agencies
Others (Please specify:
Admin Offices

(x)
(x)
()

()
()
(x)

18. WORKING CONDITION

Office Work

Field Work

(x)
(X)

Other/s (Please Specify)

Laboratory work

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

To conduct research and extension services related to farming systems

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

To do research and extension activities related to natural farming, organic agriculture and farming systems in general. Handles laboratory or lecture classes on subjects related to Agronomy, Horticulture, Pest Management and other allied fields in Agricultural Science.

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

21c. Training

21d. Eligibility

Masteral degree in the needed
field of specialization

None required

None required

Professional license, if applicable

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying Integrity and Professionalism - Conducts self in an excellent and competent manner expected of a person trained to do the job. Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules; demonstrates high standards of professional behaviour as public servants, 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 delivery or service level agreements and delivers explicit requirements of customers; provides proactive, responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceeds customer's expectation	2
3. Communication Skills - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed..	2
21f. FUNCTIONAL/TECHNICAL COMPETENCIES	Competency Level
1. Computer Skills - Operates standard personal computer or laptop and effectively uses needed computer software, applications and technology needed in the performance of the functions of the positions.	2
2. Writing Skills - Creates and composes written communication in clear, concise and coherent manner which includes proposals, reports, policies, guidelines or procedures, manuals and other documents needed in the performance of functions and attainment of the organization goals.	2
3. Teaching for Independent Learning - Organizes teaching-learning processes to enable students to maximize their learning potentials including the use of effective learning strategies and other student learning processes.	2
4. Managing Conducive Learning Environment - Creates and manages an enabling learning environment and at the same time guide, monitor and evaluate student learning.	2
5. Searching for New Knowledge - Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.	2
6. Transferring New Knowledge to Beneficiaries - Identifies new knowledge and mature technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and strategies how said knowledge and technologies can be effectively transferred and finally, assists in its actual adoption.	2
21g. LEADERSHIP COMPETENCIES	Competency Level
1. Thinking Strategically and Creatively - Dreams and envisions what the future looks like for the university, thinks dimensionally, crafts strategic goals and strategies to attain that future, identifies connections that are not obviously connected and comes up with new and creative ideas to enhance organizational effectiveness and responsiveness.	1
2. Leading Change - Generates genuine enthusiasm and momentum for organizational development and change by engaging and involving groups and stakeholders to understand, support, commit and own the change agenda and to advance and sustain same for organizational effectiveness.	1
3. Building Collaborative and Inclusive Working Relationships - Builds a network of reciprocal, high trust and synergistic working relationship among employees within the organization and across other government and non-government organizations to leverage and maximize opportunities for strategic partnership with external stakeholders	1
4. Managing Performance and Coaching for Results - Creates an enabling environment which will nurture and sustains a performance based coaching culture for increased effectiveness of employees and a strong focus in developing people for current and future needs thru an active and continuing staff development program for organizational effectiveness.	1
5. Creating and Nurturing a High Performance Organization - Creates a high performing organizational culture that is purpose driven, results-based, client focused and team-oriented	1


22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

			Competency Level
20%	In-charge of the EcoFARMI demonstration farm a) Plan and implement necessary improvement of the demonstration farm b) Monitor personnel working on the demonstration farm c) Check the availability and functioning of the facilities in the farm		2
40%	Plans and implements research and extension programs on organic agriculture and natural farming systems a) Prepares research and extension proposals b) Implement duly approved research and extension projects within the approved time frame c) Prepares and submit reports within the prescribed period d) Presents research and extension outputs during conferences/fora of legitimate professional organizations e) Submits output for possible publication/patenting		2
20%	Teaches laboratory and lecture classes in Agronomy, Pest Management, Horticulture and other related fields a) Prepare and revised teaching materials/guides and submits to the coordinator b) Prepares and gives examinations (Quizzes/Long Exams/Midterm/Final) c) Checks test papers and returns to students one week after examination d) Submits grade sheets within prescribed period to the OUR e) Make himself available during consultation hours f) Advises student researches		2
10%	Act as resource person during trainings and consultation dialogues		2
10%	Act as chairman or member of the university/institutes working committees		2

23. ACKNOWLEDGMENT AND ACCEPTANCE

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.


MARJOHN C. NIÑO
 Employee's Name, Date and Signature


ROMEL B. ARMECIN
 Supervisor's Name, Date and Signature