

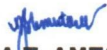
|                                                                                                                                                                                                                                                                                                                                                                                                                                           |                         |                                                                                                      |                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------|
| Republic of the Philippines<br>POSITION DESCRIPTION FORM<br>DBM-CSC Form No. 1<br>(Revised Version No. 1, s. 2017)                                                                                                                                                                                                                                                                                                                        |                         | 1. POSITION TITLE (as approved by authorized agency) with<br>parenthetical title<br><br>INSTRUCTOR 1 |                                     |
| 2. ITEM NUMBER<br><br>INST1- 53-2016                                                                                                                                                                                                                                                                                                                                                                                                      |                         | 3. SALARY GRADE<br><br>SG-12                                                                         |                                     |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                                      |                                     |
| <div><div><input type="checkbox"/> Province<br/><input checked="" type="checkbox"/> City<br/><input type="checkbox"/> Municipality</div><div><input type="checkbox"/> 1st Class<br/><input type="checkbox"/> 2nd Class<br/><input type="checkbox"/> 3rd Class<br/><input type="checkbox"/> 4th Class</div><div><input type="checkbox"/> 5th Class<br/><input type="checkbox"/> 6th Class<br/><input type="checkbox"/> Special</div></div> |                         |                                                                                                      |                                     |
| 5. DEPARTMENT, CORPORATION OR AGENCY/<br>LOCAL GOVERNMENT<br><br>VISAYAS STATE UNIVERSITY                                                                                                                                                                                                                                                                                                                                                 |                         | 6. BUREAU OR OFFICE<br><br>DEPARTMENT OF BUSINESS AND MANAGEMENT                                     |                                     |
| 7. DEPARTMENT / BRANCH / DIVISION<br><br>Department of Business and Management                                                                                                                                                                                                                                                                                                                                                            |                         | 8. WORKSTATION / PLACE OF WORK<br><br>VSU, BAYBAY CITY, LEYTE                                        |                                     |
| 9. PRESENT APPROP                                                                                                                                                                                                                                                                                                                                                                                                                         | 10. PREVIOUS APPROP ACT | 11. SALARY AUTHORIZED                                                                                | 12. OTHER COMPENSATION              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                           |                         | 22, 938/ month                                                                                       | ACA/PERA P2,000.00 per mo.          |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><br>Head, DBM                                                                                                                                                                                                                                                                                                                                                                               |                         | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><br>Dean, CME                                        |                                     |
| 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED<br><br>(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<br><br>Computer, printer, laptop, projector, calculator                                                                                                                                                                                                                                                                                                        |                         |                                                                                                      |                                     |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS                                                                                                                                                                                                                                                                                                                                                                                                     |                         |                                                                                                      |                                     |
| 17a. Internal                                                                                                                                                                                                                                                                                                                                                                                                                             |                         | Occasional                                                                                           | Frequent                            |
| Executive / Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                   |                         | <input type="checkbox"/>                                                                             | <input type="checkbox"/>            |
| Non-Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                           |                         | <input checked="" type="checkbox"/>                                                                  | <input checked="" type="checkbox"/> |
| Staff                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         | <input checked="" type="checkbox"/>                                                                  | <input checked="" type="checkbox"/> |
| 17b. External                                                                                                                                                                                                                                                                                                                                                                                                                             |                         | Occasional                                                                                           | Frequent                            |
| General Public                                                                                                                                                                                                                                                                                                                                                                                                                            |                         | <input checked="" type="checkbox"/>                                                                  | <input type="checkbox"/>            |
| Other Agencies                                                                                                                                                                                                                                                                                                                                                                                                                            |                         | <input checked="" type="checkbox"/>                                                                  | <input type="checkbox"/>            |
| Others (Please Specify):                                                                                                                                                                                                                                                                                                                                                                                                                  |                         | students                                                                                             |                                     |
| 18. WORKING CONDITION                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |                                                                                                      |                                     |
| Office Work                                                                                                                                                                                                                                                                                                                                                                                                                               |                         | <input checked="" type="checkbox"/>                                                                  | <input type="checkbox"/>            |
| Field Work                                                                                                                                                                                                                                                                                                                                                                                                                                |                         | <input type="checkbox"/>                                                                             | <input type="checkbox"/>            |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION<br><br>To conduct instruction, research and extension                                                                                                                                                                                                                                                                                                                |                         |                                                                                                      |                                     |

GRACIELLE DAWN GAMOTIN  
Employee's Name, Date and Signature

NILDA T. AMESTOSO  
Supervisor's Name, Date and Signature

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 behavioral expectations contained herein.

23. ACKNOWLEDGMENT AND ACCEPTANCE:

| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                            |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| To conduct instruction, research and extension                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                            |                  |
| 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 |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                            | 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                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                            | 1                |
| 21f. Functional Competencies                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                            | Competency Level |
| 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                |
| 21g. Technical Competencies                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                            | Competency Level |
| Provides support and technical services for Agribusiness Mgt. faculty and staff.                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                            | 2                |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                            | Competency Level |
| Percentage of Working Time                                                                                                                                                                     | (State the duties and responsibilities here:)                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                            |                  |
| 80%                                                                                                                                                                                            | 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 department head<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        |                                                                                                                                                            | 2                |
| 10%                                                                                                                                                                                            | 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 prepares 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 |                                                                                                                                                            | 2                |
| 5%                                                                                                                                                                                             | 3. Performs administrative functions (if applicable)                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                            | 2                |
| 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 department head, College Dean, Vice Presidents and the University President                                                                                                    |                                                                                                                                                            | 2                |
| 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                            |                  |
| <br><b>GRACIELLE DAWN GAMOTIN</b><br>Employee's Name, Date and Signature                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                           | <br><b>NILDA T. AMESTOSO</b><br>Supervisor's Name, Date and Signature |                  |