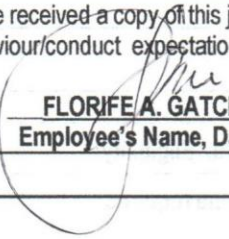
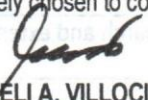


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1)		1. POSITION TITLE (as authorized by DBM) INSTRUCTOR I				
2. ITEM NO.: VISA-INST-16-2011		3. SALARY GRADE: 12				
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS						
☐ provincial ☐ 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 INSTITUTE OF HUMAN KINETICS			
7. DEPARTMENT/BRANCH/DIVISION INSTITUTE OF HUMAN KINETICS			8. WORKSTATION/PLACE OF WORK VSU , Baybay City, Leyte			
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	12. OTHER	
				PROL STU	ACA PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR INSTITUTE DIRECTOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VICE-PRESIDENT FOR INSTRUCTION			
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 COMPUTER, LCD AND MUSICAL SUPPLIES AND EQUIPMENT						
17. CONTACTS/CLIENTS/STAKEHOLDERS						
17a. Internal		Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial		(x)	()	General Public	()	(x)
Supervisors		()	()	Other Agencies	(x)	()
Non Supervisors		(x)	(x)	Others (Please specify:	()	(x)
Staff		(x)	(x)	Admin Offices		
18. WORKING CONDITION						
Office Work		(x)		Other/s (Please Specify)		
Field Work		()				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implements the approved degree programs and do research, extension and production functions						
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Performs instructions, research and extension functions of the department						
21. QUALIFICATON STANDARDS						
21a. Education		21b. Experience		21c. Training		21d. Eligibility
Masteral degree in the needed field of specialization		None required		None required		None required

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
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.	1
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
21g. TECHNICAL COMPETENCIES	Competency Level
	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. 1. Teaches assigned subject and performs other teaching related functions, among others the following; a) Prepare teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final Examination.	1
22b. 2. Member in different committees.	1
22c. 3. Participate in the co-curricular activities.	1
22d. 4. Perform other functions assigned by the Department Head.	1
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.	
 FLORIFE A. GATCHALIAN Employee's Name, Date and Signature	 ARELIA A. VILLOCINO Supervisor's Name, Date and Signature