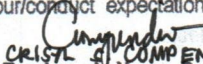
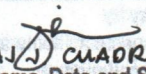




REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)													
SUBSTITUTE INSTRUCTOR													
2. ITEM NO.: VISCAN/INGT-11-2016	3. SALARY GRADE: 12												
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS													
<table border="0"><tr><td>☐ provincial</td><td>☐ 1st class</td><td>☐ 5th class</td></tr><tr><td>☐ city</td><td>☐ 2nd class</td><td>☐ 6th class</td></tr><tr><td>☐ municipality</td><td>☐ 3rd class</td><td>☐ Special</td></tr><tr><td></td><td>☐ 4th class</td><td></td></tr></table>		☐ provincial	☐ 1st class	☐ 5th class	☐ city	☐ 2nd class	☐ 6th class	☐ municipality	☐ 3rd class	☐ Special		☐ 4th class	
☐ provincial	☐ 1st class	☐ 5th class											
☐ city	☐ 2nd class	☐ 6th class											
☐ municipality	☐ 3rd class	☐ Special											
	☐ 4th class												
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT	6. BUREAU OR OFFICE												
VISAYAS STATE UNIVERSITY													
7. DEPARTMENT/BRANCH/DIVISION	8. WORKSTATION/PLACE OF WORK												
DEPARTMENT OF TEACHER EDUCATION	VSU, Baybay												
9. PRES. APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER										
		276,644.00	ACA PERA										
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR											
DEPARTMENT HEAD		COLLEGE DEAN											
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													
17. CONTACTS/CLIENTS/STAKEHOLDERS													
17a. Internal		17b. External											
Occasional	Frequent	Occasional	Frequent										
Executive/Managerial ()	()	General Public ()	(x)										
Supervisors ()	()	Other Agencies ()	()										
Non Supervisors ()	()	Others (Please specify: ()	(x)										
Staff ()	()	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 instruction, research and extension functions of the department.													
21. QUALIFICATION 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			1										

Provides timely solutions to problems and decision dilemmas that have clearcut options and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.		
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
Percent of Working Time	DUTIES	
90%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	
	a. Prepares and revised teaching materials/guides and submit to department head	
	b. Prepares and gives examinations (mid/final/long/quizzes)	
	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	
	e. Turns over class records to department heads within two weeks after final examination	
	f. Makes himself available for consultation by his/her students during scheduled consultation hours	
	2. Performs research and/or extension functions, among others the following:	
	a. Prepares research/extension proposals	
	b. Implements duly approved research/extension projects within approved time frame	
	c. Prepares and prepares reports within the prescribed period	
	d. Presents research/extension outputs during conferences/fora of legitimate professional organizations	
	e. Submits output for possible publication/patenting	
	3. Performs administrative functions (if applicable)	
10%	4. Performs other functions, among others:	
	a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions	
	b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	
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.		
 CRISTAL G. COMPENDIO 02-23-17 Employee's Name, Date and Signature		 LIJUFRAN J. CUADRA 02-23-17 Supervisor's Name, Date and Signature