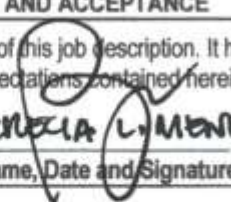
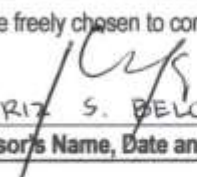
 <b>REPUBLIC OF THE PHILIPPINES</b> <b>JOB DESCRIPTION FORM</b>		1. POSITION TITLE (as authorized by DBM)	
		INSTRUCTOR III	
2. ITEM NO.: <u>NET 3 - 22 - 2014</u>		3. SALARY GRADE : <u>14</u>	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class	
<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
COLLEGE OF NURSING		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		<u>₱ 303, 480</u>	ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
VP, INSTRUCTION		UNIVERSITY PRESIDENT	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles)			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
COMPUTER, LAPTOP, PRINTER, PROJECTOR			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	( )	( )	General Public
Supervisors	( )	( )	Other Agencies
Non Supervisors	( )	( )	Others (Please specify:
Staff	( )	( )	<u>Admin Offices</u>
			Occasional
			Frequent
			( )
			( )
			( )
18. WORKING CONDITION			
Office Work	(x )	Other/s (Please Speciy)	
Field Work	( )		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Participate in the implementation of nursing curriculum program in accordance with the VSU policies and standards such as instruction function, do research works, extension and engage in community activities			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Performs instruction, research and extension functions			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Masters degree in the needed field of specialization	At least 1 year clinical experience	None required	PRC license

21e. CORE COMPETENCIES		Competency Level
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules		1
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.		1
3. <b>Solving Problems and Making Decisions</b> 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. ORGANIZATIONAL COMPETENCIES		Competency Level
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.		1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.		1
5. <b>Planning &amp; Delivering</b> – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.		1
6. <b>Managing information</b> - Collects, organizes & maintain data.		1
21g. TECHNICAL COMPETENCIES		Competency Level
		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
30%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revised teaching materials/guides and submit to 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 f. Makes himself available for consultation by his/her students during scheduled consultation hours	
20%	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	
40%	3. Performs administrative functions (if applicable) a. Promote an environment that is conducive to open communication, debate, and discussion b. Provide the vision and leadership necessary to accomplish the college strategic plan while fulfilling the mission of the college and university	

	c. Effectively manage and maintain college accreditation and credentials	
	d. Maintain an organizational structure that ensures achievement of outcomes for teaching, service, and research	
	e. Oversee evaluation, assessment, and planning activities	
	f. Ensure timely revision of college policies and procedures and completion of reports	
	g. Oversee external contracts with clinical agencies	
	h. Prepare, present, and administer the annual college budget	
	i. Oversee the implementation and enforcement of college standards, policies, and procedures	
	j. Monitor current trends and issues in the nursing profession	
	k.	
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 Vice Presidents and the University President	
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>		
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.		
 <b>RAZA CRUZ L. MENESES</b> Employee's Name, Date and Signature 01/25/17		 <b>BEATRIZ S. BELONIAS</b> Supervisor's Name, Date and Signature