			Topas Topas			
Repu	ıblic of the Phili	ppines	1. POSITION TITLE (as a	uthorized by D	BM)	
POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1,			INSTRUCTOR I			
2. ITEM NO.: Viscab	-INST1-47-	2016	3. SALARY GRAD	DE: 12		
4. FOR LOCAL GOVERNI	MENT POSITION	I, ENUMERATE GOVERNM	ENT UNIT AND CLASS			
() provincial ★) city () municipality		() 1st class () 2nd class () 3rd class () 4th class	() 5 th cla () 6 th cla () Specia	ass		
5. DEPARTMENT, CORPOR	ATION OR AGEN	CY/LOCAL GOVERNMENT	6. BUREAU OR O	FFICE	Vigital Course	
VISAYAS STATE UNIVERSITY			VSU LABORATORY HIGH SCHOOL			
7. DEPARTMENT/BRANC	CH/DIVISION		8. WORKSTATION/PLAC			
DEPARTMENT OF TRACHER EDUCATION			VSU , Baybay			
9. PRES, APPROP ACT	1.	PREV. APPROP ACT	11. SALARY AUTHORIZ	ED 12.	OTHER	
			P 22,149.00/m	no AC	A PERA P 2,000.00/me	
13. POSITION TITLE OF II	MMEDIATE SUP	ERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
PRINCIPAL			DEAN			
15. POSITION TITLE AND	ITEM OF THOS	E DIRECTLY SUPERVISED				
(if more than seve	n (7) list only by	their item numbers and titl	les) None			
16 MACHINE, EQUIPMEN	T, TOOLS ETC.	USED REGULARLY IN PE	RFORMANCE OF WORK			
		, Laboratory equ			Andrew Spin	
17. CONTACTS/CLIENTS	STAKEHOLDE	RS	to any taon or to superior of the con-			
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	
Executive/Managerial Supervisors Non Supervisors Staff	(x) (x) (x)	() (x) (x)	General Public Other Agencies Others (Please specify: Admin Offfices	() (x) ()	(x) () (x)	
18. WORKING CONDITION	V					
Office Work Field Work		(x)	Other/s (Please Speciy)	dofycen sife.		
19. BRIEF DESCRIPTION	OF THE GENER	AL FUNCTION OF THE UNI	T OR SECTION			
			tension services.			
20. BRIEF DESCRIPTION (OF THE GENER	AL FUNCTION OF THE POS	SITION (Job Summary)	s. Caus		
Instructi	on	JESA N JAKA	X/h/2/-7	30470	SARY CARL	
21. QUALIFICATON STAN	DARDS					
21a. Education	21b.	Experience	21c. Training	21d.	Eligibility	
BSED (Physii)				Presid	dential Decree No. 907	

LIE. CURE CU	MPETENCIES	Competency Leve
Ackno	nplifying Integrity owledges and respects authority and demonstrates readiness in accepting and complying with rules	1
Comp	ering Service Excellence lies with CSC's established standards of delivery or service level agreements and delivers explicit ements of customers.	1
	ng Problems and Making Decisions	1
Provid solution	des timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose ons are available and can be accessed from a database or gleaned from an existing policy or process.	
	NAL COMPETENCIES	Competency Leve
1. Demo	Instrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's mance, well being and learning discipline.	1
2. Speal	cing Effectively - Effectively delivers messages that simply focus on data, facts or information & es minimal preparation or can be supported by available communication materials	1
	g Effectively - Refers to and/or uses existing communication materials or templates to produce own	
writter 4. Cham	1	
i. Ondin	1	
1g. TECHNICA	Competency Level	
2. STATEMEN	T OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
ercentage of /orking Time	(State the duties and responsibilities here)	
	 Teaches assigned subject and performs other teaching related functions, among others the following; 	to help a second
	the following; a. Prepare teaching materials/guides and submit to department head.	1
	the following; a. Prepare teaching materials/guides and submit to department head. b. Conducts examination (mid/final/long hours/quizzes)	1
	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.	1 1 1
	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.	1 1 1 1
	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	1 1 1 1
	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 1 1 1
	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. 2. Member in different committees.	1 1 1 1
2 ACKNOW	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. 2. Member in different committees. 3. Participate in the co-curricular activities 4. Perform other functions assigned by the Department Head.	1 1 1 1 1
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