

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title	
		Instructor 1	
2. ITEM NUMBER		3. SALARY GRADE	
INST1-43-2015		12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		Philippine Root Crop Research and Training Center (PhilRootcrops)	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Philippine Root Crop Research and Training Center (PhilRootcrops)		VSU, BAYBAY CITY, LEYTE	
9. PRESENT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P24,495.00	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, Production Division		Director	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
(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			
Dekstop computer, laptop, LCD projector, laboratory glasswares and equipment e.g. analytical balance, laboratory fumehood, PCR, rotary evaporator, pipettor			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Non-Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
conducts researches on rootcrop production improvement			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

conducts researches on integrated pest management, serves as technical person in any related extension activities and teaches pest management subjects at the affiliate department

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. Research and Extension Management - Prepares research and extension proposals and knowledgeable in the implementation and management of research and extension projects			1
6. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
50%	1. Conducts research and extension projects a. Prepares and submits research and extension proposals to funding agencies b. Implements the approved research and extension proposals c. Prepares terminal progress and terminal reports required by the university and other funding agencies d. Prepares paper for presentation to any scientific gatherings and for publication e. Supervises laborers in the field	2	
30%	2. 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	2	
15%	3. Serves as technical expert in any extension activities	2	
5%	4. Performs other functions that maybe assigned to her from time to time	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.

ROCHELLE B. CAGADAS-OLANA
Employee's Name, Date and Signature

EDGARDO E. TULIN
Supervisor's Name, Date and Signature