

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1			1. POSITION TITLE (as approved by authorized agency) with parenthetical title		
			Instructor I		
2. ITEM NUMBER			3. SALARY GRADE		
INST1-49-2020			SG 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"/> 4th 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		
State University and Colleges			VISAYAS STATE UNIVERSITY		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER	
		P30,989		ACA/PERA P2,000	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
COLLEGE DEAN			VICE PRESIDENT FOR ISNTRUCTION		
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					
DESKTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
				Occasional	Frequent
Executive /	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
To teach, conduct research/extension and other related services					

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

Manage and submit article for VSU web page, assist in the preparation of multimedia communication and reports, message requests for the office
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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
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21e. Core Competencies	Competency Level
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1. Exemplifying Integrity and Professionalism- demonstrates high standards of professional behavior, 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 savvy - 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 appropriate in dealing with change.	2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	2

21f. Functional Competencies	Competency Level
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21f. Functional Competencies	Competency Level
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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 Institutional Materials Development - Designs an 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. 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
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Percentage of Working Time	(State the duties and responsibilities here:)	
60%	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 time frame	2
10%	c. Prepares reports within the prescribed period d. Presents research/extension outputs during conference/for a of legitimate professional organizations e. Submits output for possible publication/patenting	2
20%	3. Performs administrative functions (if applicable) 4. Performs other functions, among others:	2
5%	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	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.

MAUREN JOY FALLER-MANADONG 01/01/25
Employee's Name, Date and Signature

RANDY G. OMEGA 01/01/25
Supervisor's Name, Date and Signature

MAUREN JOY FALLER-MANADONG 01/01/25
Employee's Name, Date and Signature

RANDY G. OMEGA 01/01/25
Supervisor's Name, Date and Signature