			1. POSITION TITLE (as aut	thorized by DB	M) i gritylitymer	H .1
	PUBLIC OF THE PHILIPPINES B DESCRIPTION FORM		2. Delivering Service ROTCHISTERIA			
Z. ITEM NO.: \NST	3 - 24 - 2016	have dearcut options and	3. SALARY GRADE	: 14	hand Problems	. 3, Sc . D
		NUMERATE GOVERNM	ENT UNIT AND CLASS	able and can be		ce
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DEPARTMENT, CORPO	ORATION OR AGENCY	LOCAL GOVERNMENT	6. BUREAU OR OF	FICE	ealthn Effectiv	2 80
VIS	AYAS STATE UNIVE	RSITY alsinetsm noticon	andior uses existing commute	ly - Releis to	ilina Effective	N E
DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK			
LIBERAL ARTS AND BEHAVIORAL SCIENCES			VSU , Baybay City, Leyte			
PRES, APPROP ACT	1. P	REV. APPROP ACT	11. SALARY AUTHORIZE	D 12. (12. OTHER	
- Level			\$ 303,480	ACA	PERA	aron r. Ar
13. POSITION TITLE O	F IMMEDIATE SUPE	RVISOR	14. POSITION TITLE OF N	EXT HIGHER S	SUPERVISOR	
lave.I	HEAD & DEAN				THE PERSON NAMED IN COLUMN	11121U 1
15. POSITION TITLE A	ND ITEM OF THOSE	DIRECTLY SUPERVISED)		Guruca	Percent of 1
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		SALE TRANSPORTS THE TAX THE PARTY OF	ERFORMANCE OF WORK	Or Land Episodolf		
			rds, board eraser, whiteboard	markers.etc.	3	
17. CONTACTS/CLIEN	- Line Tue		liwar san marrie and	s storing annihology		
	amon tronslicenso	To an electing wanting section in our	THE RESIDENCE OF SHOOLS	Oscarianal	Feenus	
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequen	KUI
Executive/Managerial Supervisors Non Supervisors Staff	(x) (x)	(x) con be (x)	General Public Other Agencies Others (Please specify: Admin Offices	() (x) (i) (i) (ii) (iii) (iii	d b	(x) (x)
18. WORKING CONDI	TION		fore, among others	on a selection	99 CH	we
Office Work Field Work	nided has sinehias As	(x)	Other/s (Please Specify)	and or arthursel oracle is yelloup		
19. BRIEF DESCRIPT	ON OF THE GENER	AL FUNCTION OF THE U	NIT OR SECTION			
mplements the AB-Eng	lish Language and Ma	SLangTchng programs, co	nducts relevant research, exten	sion and produc	ction functions	96001
			OSITION (Job Summary)	AND ACCEPT	WILEDGMENT	3. AUKNO
Performs ins 21. QUALIFICATON S		extension functions of the	department (98) 48/11 10/10	nocela dos ciril lo Iliginos concelac	eceived a copy of and	l have r overlede
21a. Education		xperience	21c. Training	21d	Eligibility	-
	the second second second section in the second second	Supervisor's Nam	signature	A. D. 171 11 77	Employee's Na	
						0
21e. CORE COMPET	ENCIES					Compete cy Leve

1.	-		
	Exemplify	ing Integrity	1
		ges and respects authority and demonstrates readiness in accepting and complying with rules	18000
2.	Delivering	Service Excellence	1
		ith CSC's established standards of delivery or service level agreements and delivers explicit requirements of	-
	customers.	AL THE BOOK OF THE STATE OF THE	1
3.	Solving Pr	oblems and Making Decisions	1
	Provides tir	nely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose	C.U. STEEL
		e available and can be accessed from a database or gleaned from an existing policy or process.	-
off. FUNC	CTIONAL	COMPETENCIES PROPERTY OF THE P	Competen cy Level
1. [Demonstra	ting Personal Effectiveness - Responds effectively to guidelines & feedback on one's performance,	1
	well being a	and learning discipline.	
2. \$	Speaking I	Effectively – Effectively delivers messages that simply focus on data, facts or information & requires eparation or can be supported by available communication materials	Laures Tax
3.	Writing Ff	fectively - Refers to and/or uses existing communication materials or templates to produce own	1
	written worl		1
		ing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
. 7,	Onampion	BELDADOS JANGIVARES OVA ETRALIAS	31.)
		OP AD CONTROL OF STATE OF SALES OF ADDITIONALED CONTROL OF SALES OF ADDITIONAL OF SALES OF SALES OF ADDITIONAL OF SALES OF SALES OF ADDITIONAL OF SALES OF ADDITIONAL OF SALES OF ADDITIONAL OF SALES OF ADDITIONAL OF SALES	Competend
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		AND THE PARTY OF T	Level
	9025	SETTLE STREET TYPE TO THE HOLDS OF A STREET STREET, THE STREET STREET	0
2. STAT	EMENT OF	DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competenc
Percent o	of Working		1
		CHAIN DUTIES Y FLORING REPORTED MAIN GIVE A PLANT	sim sine
Time		1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	ain a je
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Time		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	aruta ya anta anikuwa n
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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.

CHERRY N. ROLA
Employee's Name, Date and Signature

GUIRALDO C. FERNANDEZ, JR. Supervisor's Name, Date and Signature