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| Republic of the Philippines<br><b>POSITION DESCRIPTION FORM</b><br>DBM-CSC Form No. 1<br>(Revised Version No. 1, s. 2017) |                                     | <b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b><br><br><div style="text-align: center;"><b>INSTRUCTOR</b></div> |                               |
| <b>2. ITEM NUMBER</b>                                                                                                     |                                     | <b>3. SALARY GRADE</b>                                                                                                                               |                               |
|                                                                                                                           |                                     | <b>SG-12</b>                                                                                                                                         |                               |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>                                            |                                     |                                                                                                                                                      |                               |
| <input type="checkbox"/> Province<br><input checked="" type="checkbox"/> City<br><input type="checkbox"/> Municipality    |                                     | <input type="checkbox"/> 1st Class<br><input type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class<br><input type="checkbox"/> 4th Class |                               |
|                                                                                                                           |                                     | <input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special                                         |                               |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>                                                             |                                     | <b>6. BUREAU OR OFFICE</b>                                                                                                                           |                               |
| <b>VISAYAS STATE UNIVERSITY</b>                                                                                           |                                     | <b>VISAYAS STATE UNIVERSITY</b>                                                                                                                      |                               |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b>                                                                                  |                                     | <b>8. WORKSTATION / PLACE OF WORK</b>                                                                                                                |                               |
| <b>DEPARTMENT OF DEVELOPMENT COMMUNICATION</b>                                                                            |                                     | <b>VSU, BAYBAY CITY, LEYTE</b>                                                                                                                       |                               |
| <b>9. PRESENT APPROP</b>                                                                                                  | <b>10. PREVIOUS APPROP ACT</b>      | <b>11. SALARY AUTHORIZED</b>                                                                                                                         | <b>12. OTHER COMPENSATION</b> |
|                                                                                                                           |                                     |                                                                                                                                                      |                               |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>                                                                         |                                     | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>                                                                                                  |                               |
| <b>HEAD, DEPARTMENT OF DEVELOPMENT COMMUNICATION</b>                                                                      |                                     | <b>DEAN, COLLEGE OF AGRICULTURE AND FOOD SCIENCE</b>                                                                                                 |                               |
| <b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>                                                          |                                     |                                                                                                                                                      |                               |
| <i>(if more than seven (7) list only by their item numbers and titles)</i>                                                |                                     |                                                                                                                                                      |                               |
| POSITION TITLE                                                                                                            |                                     | ITEM NUMBER                                                                                                                                          |                               |
| <b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>                                         |                                     |                                                                                                                                                      |                               |
| <b>DESKTOP COMPUTERS, TV, DVD PLAYER/RECORDER, DIGITAL CAMERAS, SCANNERS, PROJECTOR, ETC.</b>                             |                                     |                                                                                                                                                      |                               |
| <b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>                                                                              |                                     |                                                                                                                                                      |                               |
| <b>17a. Internal</b>                                                                                                      | <b>Occasional</b>                   | <b>Frequent</b>                                                                                                                                      | <b>17b. External</b>          |
| Executive / Supervisors                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/>                                                                                                                  | General Public                |
| Non-Supervisors                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                                                                                             | Other Agencies                |
| Staff                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                                                                                             | Others (Please Specify):      |
|                                                                                                                           |                                     |                                                                                                                                                      | admin offices                 |
| <b>18. WORKING CONDITION</b>                                                                                              |                                     |                                                                                                                                                      |                               |
| Office Work                                                                                                               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                                                                                                                  | Other/s (Please Specify)      |
| Field Work                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                                                                                             |                               |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>                                               |                                     |                                                                                                                                                      |                               |
| To conduct instruction, research and extension as well as do admin functions.                                             |                                     |                                                                                                                                                      |                               |

| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |                  |
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| To conduct instruction, research and extension as well as do admin functions.                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |                  |
| 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.                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                           |               | 4                |
| 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                           |               | 2                |
| 21g. Technical Competencies                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                           |               | Competency Level |
| Provides DevCom support and technical services for the faculty, students and staff.                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                           |               | 1                |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                           |               | Competency Level |
| 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:<br>a. Prepares and revised teaching materials/guides and submit to department head<br>b. Prepares and gives examinations (mid/final/long/quizzes)<br>c. Checks test papers and returns to students one week after examination<br>d. Submits grade sheets within prescribed period to the Registrar through the department        | 2             |                  |
| 30%                                                                                                                                                                                            | 2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares and prepares reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations<br>e. Submits output for possible publication/patenting | 2             |                  |
| 5%                                                                                                                                                                                             | 3. Performs administrative functions (if applicable)                                                                                                                                                                                                                                                                                                                                                                                      | 2             |                  |

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| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 4. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President | 2 |
| <b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                        |   |
| <p>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.</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="247 465 689 571"> <br/> <b>ISABELLE MAE J. AMORA</b>    09/16/2020<br/>         Employee's Name, Date and Signature       </div> <div data-bbox="890 465 1317 571"> <br/> <b>CHRISTINA A. GABRILLO</b>    09/16/2020<br/>         Supervisor's Name, Date and Signature       </div> </div> |                                                                                                                                                                                                                                                                                                                                        |   |