

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 I		
2. ITEM NUMBER			3. SALARY GRADE		
INSTI-6-2011			SG 12		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input 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		
VISAYAS STATE UNIVERSITY					
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT			VSU, BAYBAY, LEYTE		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
NA		NA		27,608	
				2,000	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
DEPARTMENT HEAD			COLLEGE DEAN		
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		
NA					
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, CELLPHONE, LASER POINTER, ONLINE SOFTWARES (VSUEE, YOUTUBE, GMAIL, GOOGLE DRIVE, CANVA, SCREENCAST, GOOGLEMEET, ZOOM, ETC.)					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Managerial		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input checked="" type="checkbox"/>		<input checked="" 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"/>	
Field Work		<input type="checkbox"/>		<input type="checkbox"/>	
Other/s (Please Specify)					
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
OFFER TOURISM AND HOSPITALITY COURSES					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
<p>TEACHES TOURISM AND HOSPITALITY COURSES</p> <p>DEVELOP SYLLABUS AND TOS</p> <p>DEVELOP MODULES FOR SUBJECTS HANDLED</p> <p>PREPARE POWERPOINT FOR LECTURES</p> <p>FOLLOW FUNCTIONS ASSIGNED TO ME BY THE UNIVERSITY AND THE DEPARTMENT HEAD</p>			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
MM TOURISM MANAGEMENT			CSC PROFESSIONAL ELIGIBILITY
21e. Core Competencies			Competency Level
1. Exemplifying Integrity & Professionalism- Demonstrates high standards of professional behaviour as public servants, adhering to ethical as well as moral principles, values, and standards of public office and promotes the highest standards for individual and university performance by upholding university mandate, core values, policies and guidelines taking into consideration impact of one's actions and decisions in ensuring that public interest is upheld at all times.			2
2. Delivering Service Excellence- Complies with VSU's established standards of delivery or service level agreements and delivers explicit requirements of customers; provides proactive , responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceeds customer's expectation			2
3. Communication Savvy- Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed.			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. Adapting to different ways of thinking and doing things in a quick and a positive manner			2
6. Gender Responsive Management Promotes enabling environment for gender equality and women empowerment by creating awareness of gender and development and formulates guidelines and strategies to address gender-related problems and issues			1
21f. Leadership 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. 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%	Conduct of classes, checking outputs, preparation of instructional materials, conduct of examinations		
10%	Research and extension activities (e.g. PMPI partnership for Homonhon Ecotourism Development, ALS-EST Tolosa, Leyte)		
10%	Consultation with students as Instructor, Academic Adviser Dormitory Adviser and Department-Based Guidance Facilitator		
20%	Review and consultation with BSTM thesis advisees (currently 7)		
10%	Performs duties as Department-Based Committee Member (e.g. Instructional Materials Committee, Curriculum Committee, Research and Development Committee, Sports and Socio-Cultural Committee and Hospitality and Tourism Related Services Committee)		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<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; margin-top: 20px;"> <div style="text-align: center;"> <p>NIKKI G. CORALES-BAJAS Employee's Name, Date and Signature</p> </div> <div style="text-align: center;"> <p>VENICE B. IBANEZ Supervisor's Name, Date and Signature</p> </div> </div>			