

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**

VISCAB INST1-57-2016

**3. SALARY GRADE**

12

**4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS**

- ☐ Province  
☒ City  
☐ Municipality

- ☐ 1st Class  
☐ 2nd Class  
☐ 3rd Class  
☐ 4th Class

- ☐ 5th Class  
☐ 6th Class  
☐ Special

**5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT**

STATE UNIVERSITY AND COLLEGES

**6. BUREAU OR OFFICE**

VISAYAS STATE UNIVERSITY

**7. DEPARTMENT / BRANCH / DIVISION**

DEPARTMENT OF PEST MANAGEMENT

**8. WORKSTATION / PLACE OF WORK**

VSU, BAYBAY CITY, LEYTE

**9. PRESENT APPROP ACT**

NA

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

30,705.00

**12. OTHER COMPENSATION**

ACA/PERA P2,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

HEAD, DEPARTMENT OF PEST MANAGEMENT

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

DEAN, COLLEGE OF AGRICULTURE AND FOOD SCIENCE

**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 / Managerial Supervisors  
 Non-Supervisors  
 Staff

☐  
☒  
☐  
☐  
☐

General Public  
 Other Agencies  
 Others (Please Specify):

☒  
☐  
☐

**18. WORKING CONDITION**

Office Work  
 Field Work

☐  
☐  
☒  
☒

Other/s (Please Specify)

**19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION**

To conduct instruction, research and extension

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

To conduct instruction, research and extension

**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


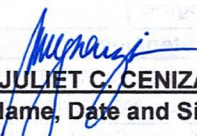
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction

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
<b>21f. Functional Competencies</b>	<b>Competency Level</b>
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
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>
Percentage of Working Time	(State the duties and responsibilities here:)
90%	<p>1. Teaches assigned subjects and performs other teaching related functions, among others, the following:</p> <p>a. Prepares and revised teaching materials/guides and submit to department head</p> <p>b. Prepares and gives examinations (mid/final/long/quizzes)</p> <p>c. Checks test papers and returns to students one week after examination</p> <p>d. Submits grade sheets within prescribed period to the Registrar through the department</p> <p>e. Turns over class records to department heads within two weeks after final examination</p> <p>f. Makes himself available for consultation by his/her students during scheduled consultation hours</p>
5%	<p>2. Performs research and/or extension functions, among others the following:</p> <p>a. Prepares research/extension proposals</p> <p>b. Implements duly approved research/extension projects within time frame</p> <p>c. Prepares and prepares reports within the prescribed period</p> <p>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations</p> <p>e. Submits output for possible publication/patenting</p>
5%	<p>4. Performs other functions, among others:</p> <p>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions</p> <p>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President</p>
<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>	
 <b>RODA G. CAPACAO</b> Employee's Name, Date and Signature	 <b>MARIA JULIET C. CENIZA</b> Supervisor's Name, Date and Signature