Republic of the Philippines	POSITION TITLE (as approved by authorized agency) with parenthetical title		
POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)	Instructor I		
2. ITEM NUMBER	3. SALARY GRADE		
VISCAB-INST1-15-2016	Salary Grade 12		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERAT	E GOVERNMENTAL UNIT AND CLASS		
☐ City ☐ 2nd ☐ Municipality ☐ 3rd	Class		
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY	OFFICE OF THE PRESIDENT		
7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK		
Department of Mathematics and Physics	VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP 10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED 12. OTHER COMPENSATION		
	24, 495 ACA/PERA P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Head, DMP	Dean, College of Arts and Sciences		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY	SUPERVISED		
(if more than seven (7) list POSITION TITLE	only by their item numbers and titles)		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGI	ITEM NUMBER		
Computer, printer	r, laptop, projector, calculator		
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal Occasional Frequent Executive /	General Public Occasional Frequent		
Supervisors	Other Agencies		
18. WORKING CONDITION Office Work	Otheric (Please Specify)		
Office Work Field Work	Other/s (Please Specify)		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION	N OF THE UNIT OR SECTION		
To conduct instruction, research and extension	at transfer a highlight straight and a right		

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

To conduct instruction, research and extension

. QUALIFICATION S 21a. Education		24c Testator	ova Fuerburg
	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
21e. Core Compete	Competency Level		
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
Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2
Communication Savy - Effectively delivers messages that simply focus on facts or information;			2
. Interpersonal relationship n lients, and work well in a tear	2		
. Change Adaptation - Work	2		
and style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-			2
elated problems	1		
21f. Functional Cor	npetencies		Competency Level
. Facilitating Learner Centere	ed Environment Applies theories and psychol	logies to facilitate various teaching-learning	2
delivery modes to enhance learning. 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based			2
ourse syllabi to adapt to the o	changing educational landscape.		
	terials Development - Designs and creates le ative technologies in various learning environ		2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			2
. Publication Writing - Develo	ops and produces scientific article for peer-re		2
utputs. 21g. Technical Con	onatanciae		
	IDELETICIES		Competency Level
		ical Engig faculty and staff.	Competency Level
Provides suppor	t and technical services for Mechan		2
Provides suppor	t and technical services for Mechan	Technical Competencies)	
Provides suppor	t and technical services for Mechan		2
Provides support 2. STATEMENT OF D Percentage of Working	t and technical services for Mechan UTIES AND RESPONSIBILITIES (1 (State the duties and 1. Teaches assigned subjects and performs	Technical Competencies) responsibilities here:)	2
Provides support 2. STATEMENT OF D Percentage of Working	t and technical services for Mechan UTIES AND RESPONSIBILITIES (Total Control of the Mechan (State the duties and performs others, the following:	Technical Competencies) responsibilities here:) s other teaching related functions, among	2
Provides support 2. STATEMENT OF D Percentage of Working	t and technical services for Mechan UTIES AND RESPONSIBILITIES (1 (State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials.	responsibilities here:) so other teaching related functions, among alguides and submit to department head	2
Provides supported. STATEMENT OF DEPERCENTAGE OF Working Time	t and technical services for Mechan UTIES AND RESPONSIBILITIES (Total Control of the State the duties and subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/finc). Checks test papers and returns to studer	responsibilities here:) s other teaching related functions, among //guides and submit to department head nal/long/quizzes) nts one week after examination	2 Competency Level
Provides support 2. STATEMENT OF D Percentage of Working	t and technical services for Mechan UTIES AND RESPONSIBILITIES (1 (State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/fiic. Checks test papers and returns to studer d. Submits grade sheets within prescribed pages.)	responsibilities here:) s other teaching related functions, among //guides and submit to department head nal/long/quizzes) nts one week after examination	2
Provides supported. STATEMENT OF DEPERCENTAGE OF Working Time	t and technical services for Mechan UTIES AND RESPONSIBILITIES (Total Control of the State the duties and subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/finc). Checks test papers and returns to studer	responsibilities here:) s other teaching related functions, among //guides and submit to department head nal/long/quizzes) nts one week after examination period to the Registrar through the	2 Competency Level
Provides supported. STATEMENT OF DEPERCENTAGE OF Working Time	t and technical services for Mechan UTIES AND RESPONSIBILITIES ((State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/fir.c. Checks test papers and returns to studer d. Submits grade sheets within prescribed grade partment e. Turns over class records to department rexamination	responsibilities here:) so other teaching related functions, among alguides and submit to department head nal/long/quizzes) into one week after examination period to the Registrar through the meads within two weeks after final	2 Competency Level
Provides supported. STATEMENT OF DEPERCENTAGE OF Working Time	t and technical services for Mechan UTIES AND RESPONSIBILITIES (1 (State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials b. Prepares and gives examinations (mid/firc. Checks test papers and returns to studer d. Submits grade sheets within prescribed papers and returns over class records to department be. Turns over class records to department the	responsibilities here:) so other teaching related functions, among alguides and submit to department head nal/long/quizzes) into one week after examination period to the Registrar through the meads within two weeks after final	2 Competency Level
Provides supported. STATEMENT OF DEPERCENTAGE OF Working Time	t and technical services for Mechan UTIES AND RESPONSIBILITIES ((State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/fii c. Checks test papers and returns to studer d. Submits grade sheets within prescribed procedure of the consultation f. Makes himself available for consultation consultation hours 2. Performs research and/or external consultation for the consultatio	responsibilities here:) so other teaching related functions, among siguides and submit to department head nal/long/quizzes) nts one week after examination period to the Registrar through the neads within two weeks after final by his/her students during scheduled	2 Competency Level
Provides supported. STATEMENT OF DEPERCENTAGE OF Working Time	t and technical services for Mechan UTIES AND RESPONSIBILITIES ((State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/file). C. Checks test papers and returns to studer d. Submits grade sheets within prescribed processing department e. Turns over class records to department hexamination f. Makes himself available for consultation consultation hours 2. Performs research and/or extent following:	responsibilities here:) so other teaching related functions, among adjusted and submit to department head nal/long/quizzes) into one week after examination period to the Registrar through the neads within two weeks after final by his/her students during scheduled insion functions, among others the	2 Competency Level
Provides supported. STATEMENT OF DEPERCENTAGE OF Working Time	t and technical services for Mechan UTIES AND RESPONSIBILITIES ((State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials b. Prepares and gives examinations (mid/fir c. Checks test papers and returns to studer d. Submits grade sheets within prescribed prepartment e. Turns over class records to department examination f. Makes himself available for consultation consultation hours 2. Performs research and/or extent following: a. Prepares research/extension pro-	responsibilities here:) so other teaching related functions, among alguides and submit to department head nal/long/quizzes) into one week after examination period to the Registrar through the meads within two weeks after final by his/her students during scheduled insion functions, among others the oposals	2 Competency Level
Provides support 2. STATEMENT OF D Percentage of Working Time 80%	t and technical services for Mechan UTIES AND RESPONSIBILITIES (1 (State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/fir.c. Checks test papers and returns to studer d. Submits grade sheets within prescribed prepartment e. Turns over class records to department examination f. Makes himself available for consultation consultation hours 2. Performs research and/or extent following: a. Prepares research/extension prob. Implements duly approved research.	responsibilities here:) so other teaching related functions, among adjusted and submit to department head nal/long/quizzes) into one week after examination period to the Registrar through the neads within two weeks after final by his/her students during scheduled insion functions, among others the	2 Competency Level 2
Provides supported. STATEMENT OF DEPERCENTAGE OF Working Time	t and technical services for Mechan UTIES AND RESPONSIBILITIES (1 (State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/fii c. Checks test papers and returns to studer d. Submits grade sheets within prescribed properties of the department of the examination of the department of the examination of the examinati	responsibilities here:) so other teaching related functions, among alguides and submit to department head nal/long/quizzes) into one week after examination period to the Registrar through the meads within two weeks after final by his/her students during scheduled insion functions, among others the apposals arch/extension projects within time	2 Competency Level
Provides support 2. STATEMENT OF D Percentage of Working Time 80%	t and technical services for Mechan UTIES AND RESPONSIBILITIES ((State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/fii c. Checks test papers and returns to studer d. Submits grade sheets within prescribed processing the department of the examination for the exam	responsibilities here:) so other teaching related functions, among adjuides and submit to department head nat/long/quizzes) into one week after examination period to the Registrar through the meads within two weeks after final by his/her students during scheduled insion functions, among others the arch/extension projects within time within the prescribed period	2 Competency Level
Provides support 2. STATEMENT OF D Percentage of Working Time 80%	t and technical services for Mechan UTIES AND RESPONSIBILITIES ((State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/fil.) c. Checks test papers and returns to studer d. Submits grade sheets within prescribed processing to the state of the state o	responsibilities here:) so other teaching related functions, among adjuides and submit to department head anal/long/quizzes) and submit to department head anal/long/quizzes) and sone week after examination period to the Registrar through the aneads within two weeks after final by his/her students during scheduled ansion functions, among others the apposals arch/extension projects within time within the prescribed period to the prescribed peri	2 Competency Level 2
Provides support 2. STATEMENT OF D Percentage of Working Time 80%	t and technical services for Mechan UTIES AND RESPONSIBILITIES ((State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials b. Prepares and gives examinations (mid/fir c. Checks test papers and returns to studer d. Submits grade sheets within prescribed prepartment e. Turns over class records to department examination f. Makes himself available for consultation consultation hours 2. Performs research and/or extent following: a. Prepares research/extension prob. Implements duly approved reseaframe c. Prepares and prepares reports we d. Presents research/extension out legitimate professional organization	responsibilities here:) so other teaching related functions, among alguides and submit to department head nal/long/quizzes) into one week after examination period to the Registrar through the meads within two weeks after final by his/her students during scheduled insion functions, among others the apposals arch/extension projects within time within the prescribed period to the prescribed perio	2 Competency Level
Provides supported. 22. STATEMENT OF Dercentage of Working Time 80%	t and technical services for Mechan UTIES AND RESPONSIBILITIES (1 (State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/fir.c. Checks test papers and returns to studer d. Submits grade sheets within prescribed prepartment e. Turns over class records to department examination f. Makes himself available for consultation consultation hours 2. Performs research and/or extent following: a. Prepares research/extension prob. Implements duly approved research frame c. Prepares and prepares reports v. d. Presents research/extension out legitimate professional organization e. Submits output for possible publications.	responsibilities here:) so other teaching related functions, among alguides and submit to department head nal/long/quizzes) and some week after examination period to the Registrar through the meads within two weeks after final by his/her students during scheduled asion functions, among others the apposals arch/extension projects within time within the prescribed period to the prescribed perio	Competency Level 2
Provides support 2. STATEMENT OF D Percentage of Working Time 80%	t and technical services for Mechan UTIES AND RESPONSIBILITIES (1 (State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials b. Prepares and gives examinations (mid/fir.c. Checks test papers and returns to studer d. Submits grade sheets within prescribed prepartment e. Turns over class records to department examination f. Makes himself available for consultation consultation hours 2. Performs research and/or extent following: a. Prepares research/extension prob. Implements duly approved reseaframe c. Prepares and prepares reports w. d. Presents research/extension out legitimate professional organization e. Submits output for possible publications.	responsibilities here:) so other teaching related functions, among adjusted and submit to department head mal/long/quizzes) into one week after examination period to the Registrar through the meads within two weeks after final by his/her students during scheduled insion functions, among others the apposals arch/extension projects within time within the prescribed period thous during conferences/fora of insigns (if applicable)	2 Competency Level
Provides supported. 22. STATEMENT OF Dercentage of Working Time 80%	t and technical services for Mechan UTIES AND RESPONSIBILITIES (1 (State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/fir.c. Checks test papers and returns to studer d. Submits grade sheets within prescribed grade partment e. Turns over class records to department examination f. Makes himself available for consultation consultation hours 2. Performs research and/or extent following: a. Prepares research/extension prob. Implements duly approved reseaframe c. Prepares and prepares reports w.d. Presents research/extension out legitimate professional organization e. Submits output for possible publications. Performs administrative functions.	responsibilities here:) so other teaching related functions, among allowing some week after examination period to the Registrar through the meads within two weeks after final by his/her students during scheduled asion functions, among others the poposals arch/extension projects within time within the prescribed period to the prescribed period to the prescribed period that the prescribed period that is during conferences/fora of the prescribed period that is during the prescribed period the prescribed period that is during the prescribed period the prescribed p	Competency Level 2
Provides supported. 22. STATEMENT OF Dercentage of Working Time 80%	t and technical services for Mechan UTIES AND RESPONSIBILITIES (1 (State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/fir.c. Checks test papers and returns to studer d. Submits grade sheets within prescribed prepartment e. Turns over class records to department examination f. Makes himself available for consultation consultation hours 2. Performs research and/or extent following: a. Prepares research/extension prob. Implements duly approved reseated frame c. Prepares and prepares reports v. d. Presents research/extension out legitimate professional organization e. Submits output for possible publications. Performs other functions, among a. Performs functions relative to consultation or consultation.	responsibilities here:) so other teaching related functions, among alguides and submit to department head nal/long/quizzes) into one week after examination period to the Registrar through the meads within two weeks after final by his/her students during scheduled insion functions, among others the apposals arch/extension projects within time within the prescribed period to the prescribed peri	Competency Level 2
Provides supported. 22. STATEMENT OF Dercentage of Working Time 80%	t and technical services for Mechan UTIES AND RESPONSIBILITIES ((State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/fin.) c. Checks test papers and returns to studer of d. Submits grade sheets within prescribed processing the department of the examination of the first of	responsibilities here:) so other teaching related functions, among allowing some week after examination period to the Registrar through the meads within two weeks after final by his/her students during scheduled asion functions, among others the poposals arch/extension projects within time within the prescribed period to the prescribed period to the prescribed period that the prescribed period that is during conferences/fora of the prescribed period that is during the prescribed period the prescribed period that is during the prescribed period the prescribed p	2 2 2
Provides support 2. STATEMENT OF D Percentage of Working Time 80%	t and technical services for Mechan UTIES AND RESPONSIBILITIES (1 (State the duties and 1. Teaches assigned subjects and performs others, the following: a. Prepares and revised teaching materials. b. Prepares and gives examinations (mid/fir.c. Checks test papers and returns to studer d. Submits grade sheets within prescribed prepartment e. Turns over class records to department examination f. Makes himself available for consultation consultation hours 2. Performs research and/or extent following: a. Prepares research/extension prob. Implements duly approved reseated frame c. Prepares and prepares reports v. d. Presents research/extension out legitimate professional organization e. Submits output for possible publications. Performs other functions, among a. Performs functions relative to consultation or consultation.	responsibilities here:) so other teaching related functions, among adjuides and submit to department head nat/long/quizzes) into one week after examination period to the Registrar through the meads within two weeks after final by his/her students during scheduled insion functions, among others the arch/extension projects within time within the prescribed period atputs during conferences/fora of insitication/patenting ins (if applicable) insignificant of the committee memberships and other seed to quality assurance and other seed to quality assurance and other	Competency Level 2 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.

JENELYN S. VILLAFUERTE
Employee's Name, Date and Signature

EUSEBIO R. LINA, JR.
Supervisor's Name, Date and Signature
Page 2 of 2