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 1		
				2. ITEM NUMBER
INST1-50-2016			SALARY	GRADE 12
4. FOR LOCAL GOVER	RNMENT POSITION,	ENUMERATI	GOVERNMENTAL UNIT AND C	LASS
□ Province ☑ City □ Municipal	ity	☐ 1st ☐ 2nd ☐ 3rd ☐ 4th	Class	☐ 5th Class☐ 6th Class☐ Special
5. DEPARTMENT, COR LOCAL GOVERNME		ENCY/	6. BUREAU OR OFFICE	
VISAYAS	STATE UNIVERSITY	no la lavier sufres	OFFICE OF THE PRESIDENT	
7. DEPARTMENT / BR	ANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Department of Agric	ultural Education and	Extension	VSU, BAYBA	Y CITY, LEYTE
9. PRESENT APPROP	10. PREVIOUS APPR	ROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
N/A	N/A		P27,608.00	ACA/PERA P2,000.00
13. POSITION TITLE O	F IMMEDIATE SUPE	RVISOR	14. POSITION TITLE OF NEXT	HIGHER SUPERVISOR
Head, DAEEx			Dean, College of Agriculture and Food Science	
15. POSITION TITLE, A				recognition of the second
PC	OSITION TITLE	seven (7) list	t only by their item numbers and titles)  ITEM NUMBER	
		HOED REOL	The proder on	agocian.
16. WACHINE, EQUIPM			JLARLY IN PERFORMANCE OF V	OWORK
			r, laptop, projector, calculator	gerfl.p
17. CONTACTS / CLIE 17a. Internal	NTS / STAKEHOLDE Occasional	Frequent	17b. External	Occasional Frequent
Executive /	□ □		General Public	Occasional Prequent
Supervisors	D BICRESO		Other Agencies	
Non-Supervisors	☑	Ø	Others (Please Specify):	admin offices
Staff  18. WORKING CONDIT	Z ION	<b>Ø</b>		
Office Work			Other/s (Please Specify)	
Field Work			siens other functions, emong others	
19. BRIEF DESCRIPTI	ON OF THE GENERA	AL FUNCTIO	N OF THE UNIT OR SECTION	1965 (E)
	on, research and exte		le anollonut norsi	becost A82
20. BRIEF DESCRIPTI	ON OF THE GENERA	AL FUNCTIO	N OF THE POSITION (Job Summ	ary)
	11100	CONTRACTOR IN	ction, research and extension	
21. QUALIFICATION S	TANDARDS	and the second contract of		
21a. Education	21b. Exper	rience	21c. Training	21d. Eligibility
Relevant Masteral degree	NONE REQU	UIRED	NONE REQUIRED	NONE REQUIRED
21e. Core Compet	encies			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
3. Communication Savy - Effe	2			
Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results				
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

. Gender-responsive manage elated problems nd issues	T jo palalaces	
21f. Functional Con	npetencies	Competency Level
l. Facilitating Learner Centere earning delivery modes to enl	2	
Innovative Learning Strateg	2 531191345-31	
. Innovative Instructional Mat	2	
. Filipino Values Restoration-	2	
. Publication Writing - Develo	<b>2</b>	
21g. Technical Com	Competency Level	
Provides su	upport and technical services for DAEEx faculty and staff.	2
22. STATEMENT OF D	UTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
	Teaches assigned subjects and performs other teaching related functions, among others, the following:     Prepares and revised teaching materials/guides and submit to department head	
80%	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	
	Performs research and/or extension functions, among others the following:     a. Prepares research/extension proposals     b. Implements duly approved research/extension projects within time	
10%	frame c. Prepare reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting	2
5%	Performs administrative functions (if applicable)	2
5%	4. Performs other functions, among others:  a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions	2
370	b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	

## 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.

VIRGELIO O DARGANTES JR.

Employee's Name, Date and Signature

MUM Clubers
MILAGROS C. BALES

Supervisor's Name, Date and Signature