Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		POSITION TITLE (as approved by authorized agency) with parenthetical title					
		INSTRUCTOR I					
2. ITEM NUMBER 3			3. SALARY GRADE				
INSTI -36-2015				12			
4. FOR LOCAL GOVERN	IMENT POSITION, EN	JMERAT	E GOVERNMENTA	L UNIT AND CL	ASS		
☐ Province ☐ City ☐ Municipality	y	2nd	Class I Class Class Class		☐ 5th Class ☐ 6th Class ☐ Special		
5. DEPARTMENT, CORF LOCAL GOVERNMEN		Y/	6. BUREAU OR O	FFICE			
VISAYAS STATE UNIVERSITY			OFFICE OF THE PRESIDENT				
7. DEPARTMENT / BRAI	NCH / DIVISION		8. WORKSTATIO	N / PLACE OF V	WORK		
DEPARTMENT OF DEVELOPMENT COMMUNICATION				VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP	0. PREVIOUS APPROP	ACT	11. SALARY AUT	HORIZED	12. OTHER COMP	ENSATION	
N/A	N/A		26,052		ACA/PERA P2	2,000.00	
13. POSITION TITLE OF	IMMEDIATE SUPERV	ISOR	14. POSITION TIT	LE OF NEXT H	IGHER SUPERVISO	DR	
Head, DDC			Dean, College of Agriculture and Food Science				
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED							
(if more than seven (7) list o			ITEM NUMBER				
16. MACHINE, EQUIPME	NT, TOOLS, ETC., US	ED REGI	JLARLY IN PERFO	RMANCE OF W	ORK		
Computer, printer, laptop, projector, camera, microphone							
17. CONTACTS / CLIEN							
17a. Internal Executive /	Occasional F	requent	General Public	ternal	Occasional	Frequent	
Supervisors			Other Agencies				
Non-Supervisors Staff	✓ ✓	\ \ \	Others (Please Spe	ecify):	admin offi	ces	
18. WORKING CONDITION	_						
Office Work Field Work		✓	Other/s (Please Sp	pecify)			
19. BRIEF DESCRIPTION	N OF THE GENERAL F	UNCTIO	N OF THE UNIT OR	SECTION			
To conduct instruction	, research and extension	on					
20. BRIEF DESCRIPTION	N OF THE GENERAL F	UNCTIO	N OF THE POSITIO	N (Job Summa	ry)		
		uct instruc	ction, research and e	extension			
21. QUALIFICATION STA	ANDARDS 21b. Experience	20	240 T	ining	244 51:	sility	
Relevant Masteral degree	NONE REQUIRE		NONE REC		21d. Eligil NONE REQU		
21e. Core Competer					Competency	Level	
<ol> <li>Exemplifying Integrity and Pro ethical as well as moral principle</li> </ol>				aviour, adhering to	2		

3. Communication Say - Effectively delivers messages that simply focus on facts or information; 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts ones thinking, aberbaicur and style appropriately in dealing with change.  2. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems  21. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-deliver modes to enhance learning.  2. Innovative Instructional Materials Development - Designs and develops teaching strategies by designing outcomes-based course syllabit to adapt to the changing educational landscape.  3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.  4. Filipino Values Restoration. Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.  5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.  21. Teaches assigned subjects and performs other teaching related functions, among others, the following:  a. Prepares and revised teaching materials/guides and submit to department head to department head to department head to department head to prepare search performs research performs other teaching related functions, among others, the following:  a. Prepares and prepares reports within the prescribed period to the Registrar through the department period period to the Registrar through the department period period department period period department period period department period period department solly approved research/extension proposals be unblication/patenting and period period department period period department per	2. Delivering Service Excellen satisfaction	2		
and clients, and work well in a team to achieve results Charge Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, softwarour and style appropriately in dealing with change.  3. Gender-responsive management - Promotes gender equality and women empowerment to address gender-leaded problems  21f. Functional Competencies  21f. Functional Competencies  21f. Functional Competencies  21f. Functional Competencies  22f. Incovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabit to adapt to the changing educational landscape. 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.  1. Filipino Values Restoration-Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.  3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.  1. Filipino Values Restoration-Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.  2 provides support and technical services for DDC faculty and staff.  2 provides support and technical services for DDC faculty and staff.  2 provides support and technical services for DDC faculty and staff.  2 percentage of Working (State the duties and responsibilities here)  1. Teaches assigned subjects and performs other teaching related functions, among others, the following:  2 perpares and gives examinations (mid/final/long/quizzes)  2 c. Checks test papers and returns to students one week after examination  3 d. Submits grade sheets within prescribed period to the Registrar through the department  4 prepares research/extension proposals  5 b. Implements duly approved research/extension projects within time frame  6 c. Prepares and prepares respons within the prescribed perio	3. Communication Savy - Effe	2		
2 2 3. Gender-responsive management - Promotes gender equality and women empowerment to address gender- elated problems  21. Functional Competencies  22. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes- assed course syllabit to adapt to the changing educational landscape.  3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning  3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning  3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning  3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning  3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning  3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning  3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning  4. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research  2. Provides support and technical services for DDC faculty and staff.  2. Percentage of Working  3. Provides Support and technical services for DDC faculty and staff.  2. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)  4. Prepares and revised teaching materials/guides and submit to department head  5. Prepares and revised teaching materials/guides and submit to department head  6. D. Prepares and gives examinations (mid/final/long/quizzes)  6. Checks test papers and returns to students one week after examination  7. Submits grade sheets within prescribed period to the Registrar through the department  9. Performs research and/or extension proposals  1. Implements duly approved research/extension propicts within time frame  1. Prepares research/extension outputs during conferences/fora of legitimate profes		2		
### 21. Functional Competencies   Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-carning delivery modes to enhance learning.   Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomessased course sylfabl to adapt to the changing educational landscape.   Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.   It Filipino Values Restoration-Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.   Provides Restoration-Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	pehaviour and style appropria	2		
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A A OKNOWI FROMENT AND ACCEPTANCE.	5%	a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions     b. Performs other functions assigned by the department head,	2	
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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.

MARIANE B. UBAY Employee's Name, Date and Signature

EDITHA G. CAGASAN Supervisor's Name, Date and Signature