

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>INSTRUCTOR I</b>		
<b>2. ITEM NUMBER</b>			<b>3. SALARY GRADE</b>		
			SG-12		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input checked="" 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	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/</b>			<b>6. BUREAU OR OFFICE</b>		
VISAYAS STATE UNIVERSITY			DEPARTMENT OF BUSINESS AND MANAGEMENT		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
Department of Business and Management			VSU, BAYBAY CITY, LEYTE		
<b>9. PRESENT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER</b>	
				ACA/PERA P2,000.00	
<b>13. POSITION TITLE OF IMMEDIATE</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
Head, DBM			Dean, College of Management and Economics		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
Computer, printer, laptop, projector, calculator					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive /	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	admin offices	
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
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. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction
3. Communication Savvy - 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 one's thinking, behaviour and style appropriately in dealing with change.
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems

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1

**21f. Functional Competencies****Competency Level**

1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi 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.

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**21g. Technical Competencies****Competency Level**

Provides support and technical services for Agribusiness Management and Staff.

2

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)****Competency Level**

Percentage of Working Time

(State the duties and responsibilities here:)

80%

1. 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
  - 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
  - e. Turns over class records to department heads within two weeks after final examination
  - f. Makes himself available for consultation by his/her students during scheduled consultation hours

2

10%

2. Performs research and/or extension functions, among others the following:
  - a. Prepares research/extension proposals
  - b. Implements duly approved research/extension projects within time frame
  - c. Prepares and prepares 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%

3. Performs administrative functions (if applicable)
4. Performs other functions, among others:

2

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, College Dean, Vice Presidents and the University President

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**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.

LOREGINE S. PUGOSA

Employee's Name, Date and Signature

NILDA T. AMESTOSO

Supervisor's Name, Date and Signature