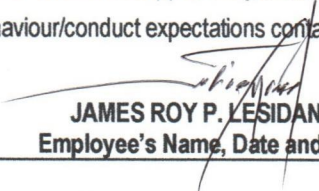


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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
|  <b>REPUBLIC OF THE PHILIPPINES<br/>JOB DESCRIPTION FORM</b>                          |                     | 1. POSITION TITLE (as authorized by DBM)                                                                                                                                                                                                                                                                                                     |                                           |
|                                                                                                                                                                        |                     | INSTRUCTOR I                                                                                                                                                                                                                                                                                                                                 |                                           |
| 2. ITEM NO.: <u>MSCAD-INST-45-2016</u>                                                                                                                                 |                     | 3. SALARY GRADE: <u>12</u>                                                                                                                                                                                                                                                                                                                   |                                           |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS                                                                                                  |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| <input checked="" type="checkbox"/> provincial<br><input checked="" type="checkbox"/> city<br><input type="checkbox"/> municipality                                    |                     | <input type="checkbox"/> 1 <sup>st</sup> class<br><input type="checkbox"/> 2 <sup>nd</sup> class<br><input type="checkbox"/> 3 <sup>rd</sup> class<br><input type="checkbox"/> 4 <sup>th</sup> class<br><input type="checkbox"/> 5 <sup>th</sup> class<br><input type="checkbox"/> 6 <sup>th</sup> class<br><input type="checkbox"/> Special |                                           |
| 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT                                                                                                                  |                     | 6. BUREAU OR OFFICE                                                                                                                                                                                                                                                                                                                          |                                           |
| VISAYAS STATE UNIVERSITY                                                                                                                                               |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| 7. DEPARTMENT/BRANCH/DIVISION                                                                                                                                          |                     | 8. WORKSTATION/PLACE OF WORK                                                                                                                                                                                                                                                                                                                 |                                           |
| DEPARTMENT OF MATHEMATICS AND PHYSICS                                                                                                                                  |                     | VSU, Baybay City, Leyte                                                                                                                                                                                                                                                                                                                      |                                           |
| 9. PRES, APPROP ACT                                                                                                                                                    | 1. PREV. APPROP ACT | 11. SALARY AUTHORIZED                                                                                                                                                                                                                                                                                                                        | 12. OTHER                                 |
|                                                                                                                                                                        |                     | P 256,644.00                                                                                                                                                                                                                                                                                                                                 | ACA PERA                                  |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR                                                                                                                             |                     | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR                                                                                                                                                                                                                                                                                                 |                                           |
| Head, Department of Mathematics and Physics                                                                                                                            |                     | Dean, College of Arts and Sciences                                                                                                                                                                                                                                                                                                           |                                           |
| 15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED                                                                                                               |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| (if more than seven (7) list only by their item numbers and titles) None                                                                                               |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| 16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK                                                                                               |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| Computer, printer, laptop, projector, calculator, books, teaching manuals, whiteboard, chalkboard, eraser, physics Lab apparatus                                       |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS                                                                                                                                      |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| 17a. Internal                                                                                                                                                          | Occasional          | Frequent                                                                                                                                                                                                                                                                                                                                     | 17b. External                             |
| Executive/Managerial                                                                                                                                                   | ( )                 | ( )                                                                                                                                                                                                                                                                                                                                          | General Public                            |
| Supervisors                                                                                                                                                            | (x)                 | ( )                                                                                                                                                                                                                                                                                                                                          | Other Agencies                            |
| Non Supervisors                                                                                                                                                        | (x)                 | ( )                                                                                                                                                                                                                                                                                                                                          | Others (Please specify:                   |
| Staff                                                                                                                                                                  | ( )                 | (x)                                                                                                                                                                                                                                                                                                                                          |                                           |
| 18. WORKING CONDITION                                                                                                                                                  |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| Office Work                                                                                                                                                            | (x)                 | Other/s (Please Specify)                                                                                                                                                                                                                                                                                                                     |                                           |
| Field Work                                                                                                                                                             | ( )                 | Classroom/Computer Room, laboratory room                                                                                                                                                                                                                                                                                                     |                                           |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION                                                                                                   |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| Teaches all physics subjects both general and major courses, supports the department's development plan and activities                                                 |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)                                                                                            |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| Perform instructions in General physics, Classical Thermodynamics, electromagnetism, modern physics. Research and extension functions                                  |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| 21. QUALIFICATION STANDARDS                                                                                                                                            |                     |                                                                                                                                                                                                                                                                                                                                              |                                           |
| 21a. Education                                                                                                                                                         | 21b. Experience     | 21c. Training                                                                                                                                                                                                                                                                                                                                | 21d. Eligibility                          |
| BS in Ag. Eng.g                                                                                                                                                        | None required       | None required                                                                                                                                                                                                                                                                                                                                | PRC Board Exam (Ag. Eng'g Licensure Exam) |
| 21e. CORE COMPETENCIES                                                                                                                                                 |                     |                                                                                                                                                                                                                                                                                                                                              | Competency Level                          |
| 1. Exemplifying Integrity<br>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules                                      |                     |                                                                                                                                                                                                                                                                                                                                              | 1                                         |
| 2. Delivering Service Excellence<br>Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. |                     |                                                                                                                                                                                                                                                                                                                                              | 1                                         |
| 3. Solving Problems and Making Decisions                                                                                                                               |                     |                                                                                                                                                                                                                                                                                                                                              | 1                                         |



|                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provides timely solutions to problems and decision dilemmas that have clear cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                          |
| <b>21f. FUNCTIONAL COMPETENCIES</b>                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Competency Level</b>                                                                                                                                                  |
| 1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1                                                                                                                                                                        |
| 2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1                                                                                                                                                                        |
| 3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1                                                                                                                                                                        |
| 4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1                                                                                                                                                                        |
| <b>21g. TECHNICAL COMPETENCIES</b>                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Competency Level</b>                                                                                                                                                  |
|                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1                                                                                                                                                                        |
| <b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Competency Level</b>                                                                                                                                                  |
| <b>Percent of Working Time</b>                                                                                                                                                                                              | <b>DUTIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                          |
| 85%                                                                                                                                                                                                                         | 1. Teaches assigned subjects and performs other teaching related functions, among others, the following:<br>a. Prepares and revises teaching materials/guides and submit to department head<br>b. Prepares and gives examinations (mid/final/long/quizzes)<br>c. Checks test papers and returns to students one week after examination<br>d. Submits grade sheets within prescribed period to the Registrar through the department<br>e. Turns over class records to College Dean within two weeks after final examination<br>f. Makes himself available for consultation by his/her students during scheduled consultation hours | 1                                                                                                                                                                        |
| 10%                                                                                                                                                                                                                         | 2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within approved time frame<br>c. Prepares and submits reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations<br>e. Submits output for possible publication/patenting                                                                                                                                                                                 | 1                                                                                                                                                                        |
| 0%                                                                                                                                                                                                                          | 3. Performs administrative functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                          |
| 5%                                                                                                                                                                                                                          | 4. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br>b. Performs other functions assigned by the College Dean, Vice Presidents, and the University President                                                                                                                                                                                                                                                                                                            | 1                                                                                                                                                                        |
| <b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                          |
| I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                          |
| <br><b>JAMES ROY P. LESIDAN, 4/12/2017</b><br>Employee's Name, Date and Signature                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <br><b>CLIMACO D. ESPINA JR., 4/12/2017</b><br>Supervisor's Name, Date and Signature |