

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) Instructor 1	
2. ITEM NO.: <i>USCAB-INST-1-89-2016</i>		3. SALARY GRADE : 12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
☐ provincial ☐ city ☐ municipality		☐ 1st class ☐ 2nd class ☐ 3rd class ☐ 4th class	
		☐ 5th class ☐ 6th class ☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE 	
7. DEPARTMENT/BRANCH/DIVISION DEPARTMENT OF AGRONOMY		8. WORKSTATION/PLACE OF WORK VSU , Baybay City, Leyte	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		<i>22,149/mo</i>	ACA PERA <i>2,000/mo</i>
13. POSITION TITLE OF IMMEDIATE SUPERVISOR HEAD, DA		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN, COLLEGE OF AGRICULTURE AND FOOD SCIENCE	
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, projector, printer, calculator, chalk, ballpen, whiteboard, marker, books, software, paper, pencil, farming tools			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Occasional	Frequent	Occasional	Frequent
Executive/Managerial Supervisors Non Supervisors Staff	(x) () (x) (x)	() () (x) (x)	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
			() (x) ()
			(x) () (x)
18. WORKING CONDITION			
Office Work Field Work		(x) (x)	
Other/s (Please Specify)			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implement the Agronomy program in providing quality graduates and do research and extension			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Provides instruction, research and extension functions of the department.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
<i>masteral degree in the field of specialization</i>			

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence 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 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.	1
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
21g. TECHNICAL COMPETENCIES	Competency Level
Provides support in the Department of Agronomy, College of Agriculture and Food Science and in the institution.	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. 1. Teaches assigned subject and performs other teaching related functions, among others the following; a) Prepare teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final Examination.	1
22b. 2. Member in different committees.	1
22c. 3. Participate in the co-curricular activities.	1
22d. 4. Perform other functions assigned by the Department Head.	1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
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.	
 MATSWENETH M. ABH Employee's Name, Date and Signature	 BERTA C. RATILLA Supervisor's Name, Date and Signature