



REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

INSTRUCTOR II

2. ITEM NO.: INST/ -16-2016

3. SALARY GRADE : 12

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

<input type="checkbox"/> provincial	<input type="checkbox"/> 1 st class	<input type="checkbox"/> 5 th class
<input type="checkbox"/> city	<input type="checkbox"/> 2 nd class	<input type="checkbox"/> 6 th class
<input type="checkbox"/> municipality	<input type="checkbox"/> 3 rd class	<input type="checkbox"/> Special
	<input type="checkbox"/> 4 th class	

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT/BRANCH/DIVISION

8. WORKSTATION/PLACE OF WORK

ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE

VSU , Baybay

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P 290,668.00

ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, EcoFARMI

VP, Research and Extension

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

Camera, omputers, printer, laptop, projector

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	()	General Public	()	(x)
Supervisors	()	(x)	Other Agencies	(x)	()
Non Supervisors	()	(x)	Others (Please specify:	()	(x)
Staff	()	(x)	Admin Offices		

18. WORKING CONDITION

Office Work

(x)

Field Work

(X)

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

To conduct research and extension services related to farming systems

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

To do research and extension activities related to natural farming, organic agriculture and farming systems in general. Handles laboratory or lecture classes on subjects related to Agricultural Extension and other related fields in Agricultural Science.

21. QUALIFICATON STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Masteral degree in the needed field of specialization	None required	None required	Professional license, if applicable

21e. CORE COMPETENCIES

1. Exemplifying Integrity and Professionalism - Conducts self in an excellent and competent manner expected of a person trained to do the job. Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules; demonstrates high standards of professional behaviour as public servants, adhering to ethical as

Competen
cy Level

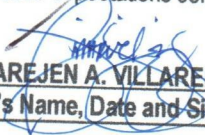
1

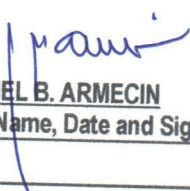
well as moral principles, values, and standards of public office			
2.	Delivering Service Excellence - Complies with VSU's established standards of delivery or service level agreements and delivers explicit requirements of customers; provides proactive, responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceeds customer's expectation		1
3.	Communication Skills - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed..		1
21f. FUNCTIONAL/TECHNICAL COMPETENCIES			Competency Level
1.	Computer Skills - Operates standard personal computer or laptop and effectively uses needed computer software, applications and technology needed in the performance of the functions of the positions.		1
2.	Writing Skills - Creates and composes written communication in clear, concise and coherent manner which includes proposals, reports, policies, guidelines or procedures, manuals and other documents needed in the performance of functions and attainment of the organization goals.		1
3.	Teaching for Independent Learning - Organizes teaching-learning processes to enable students to maximize their learning potentials including the use of effective learning strategies and other student learning processes.		1
4.	Managing Conducive Learning Environment - Creates and manages an enabling learning environment and at the same time guide, monitor and evaluate student learning.		1
5.	Searching for New Knowledge - Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.		1
6.	Transferring New Knowledge to Beneficiaries - Identifies new knowledge and mature technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and strategies how said knowledge and technologies can be effectively transferred and finally, assists in its actual adoption.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
20%	Serve as Extension coordinator of the institute a) Plan and implement extension programs of the institute b) Design and layout IEC materials related to natural farming and farming systems c) Coordinate LGU's, PO's and other interested individuals of the technologies available at the center		1
40%	Plans and implements research and extension programs on organic agriculture and natural farming systems a) Prepares research and extension proposals b) Implement duly approved research and extension projects within the approved time frame c) Prepares and submit reports within the prescribed period d) Presents research and extension outputs during conferences/fora of legitimate professional organizations e) Submits output for possible publication/patenting		1
20%	Teaches laboratory and lecture classes in Agriculture/Development Extension and other related fields a) Prepare and revised teaching materials/guides and submits to the coordinator b) Prepares and gives examinations (Quizzes/Long Exams/Midterm/Final) c) Checks test papers and returns to students one week after examination d) Submits grade sheets within prescribed period to the OUR e) Make herself available during consultation hours f) Advises student researches		1
10%	Act as resource person during trainings and consultation dialogues		1

10%	Act as chairman or member of the university/institutes worming committees		1
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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.


MAREJEN A. VILLAREMO
 Employee's Name, Date and Signature


ROMEL B. ARMECIN
 Supervisor's Name, Date and Signature