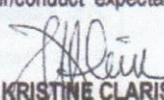
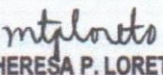


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1,		1. POSITION TITLE (as authorized by DBM)  INSTRUCTOR I	
2. ITEM NO.:		3. SALARY GRADE : 12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class	
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 Biotechnology		VSU , Baybay City, Leyte	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		₱256,644.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, Biotechnology		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			
Desktop computer, printer, laptop, projector, calculator			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	(x)	( )	General Public
Supervisors	(x)	( )	Other Agencies
Non Supervisors	( )	(x)	Others (Please specify):
Staff	( )	(x)	Admin Offices
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Specify):	
Field Work	( )	Laboratory work	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
To conduct instruction, research and extension			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To teach biotechnology courses and conduct research			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor of Science in Chemistry	Instructor: January 2017 - present	Training in the Laboratory of Ethnobotany and Ethnopharmacology	PRC Chemistry License Civil Service Eligibility
		Operation of PPSQ-31B with HPLC Prominence	



<b>21e. CORE COMPETENCIES</b>		<b>Competency Level</b>
1. <b>Exemplifying Integrity and Professionalism</b> - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office		2
2. <b>Delivering Service Excellence</b> - Complies with VSU's established standards of service delivery for customer satisfaction		2
3. <b>Communication Savy</b> - Effectively delivers messages that simply focus on facts or information;		2
4. <b>Interpersonal relationship management</b> - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results		2
5. <b>Change Adaptation</b> - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.		2
6. <b>Gender-responsive management</b> - Promotes gender equality and women empowerment to address gender-related problems and issues		1
<b>21f. FUNCTIONAL COMPETENCIES</b>		<b>Competency Level</b>
1. <b>Facilitating Learner Centered Environment</b> - Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.		2
2. <b>Innovative Learning Strategies</b> - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.		2
3. <b>Innovative Instructional Materials Development</b> - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environments		2
<b>21g. TECHNICAL COMPETENCIES</b>		<b>Competency Level</b>
Provides support and technical services to the Biotechnology faculty and staff		2
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
Percentage of Working Time	DUTIES	
80%	Teaches assigned subjects and performs other teaching-related functions	2
10%	Performs research functions	2
10%	Performs functions relative to committee memberships	2
	Performs other functions that may be assigned by the department head, College dean, Vice-President for Instruction and University President	
<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.		
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   <b>EA KRISTINE CLARISSE B. TULIN</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>MA. THERESA P. LORETO</b>  Supervisor's Name, Date and Signature </div> <div style="text-align: right;"> 2/12/2019   2/11/2019 </div> </div>		