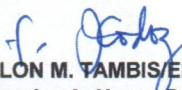


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title INSTRUCTOR 1	
2. ITEM NUMBER		3. SALARY GRADE	
INST1-43-2015		12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
☐ Province ☒ City ☐ Municipality		☐ 1st Class ☐ 2nd Class ☐ 3rd Class ☐ 4th Class ☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		Philippine Root Crop Research and Training Center (PhilRootcrops)	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Philippine Root Crop Research and Training Center (PhilRootcrops)		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
NA	NA	27,608.00	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, Production Division		Director	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Desktop computer, laptop, LCD projector, laboratory glasswares and equipment e.g. analytical balance, laboratory fumehood, PCR, rotary evaporator, pipettor			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors	☐	☒	General Public
Non-Supervisors	☒	☐	Other Agencies
Staff	☒	☐	Others (Please Specify):
			admin offices
18. WORKING CONDITION			
Office Work	☒	☐	Other/s (Please Specify)
Field Work	☒	☐	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
conducts researches on root crop production improvement			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
conducts researches on integrated pest management, serves as technical person in any related extension activities and teaches pest management subjects at the affiliate department			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Master's Degree	None Required	None Required	None required except for courses with board examination wherein RA 1080 is 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
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction		2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;		2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results		2
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.		2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems		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
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.		2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.		2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.		2
5. Research and Extension Management-Prepares research and extension proposals and knowledgeable in the implementation and management of research and extension projects		1
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.		2
21g. Technical Competencies		Competency Level
Provides support and technical services for faculty, staff and stakeholders		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
50%	1. Conducts 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 terminal progress and prepares reports within the prescribed period d. Submits output for possible publication/patenting e. Supervises laborers in the field 2. 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
30%		2
15%	3. Serves as technical expert in any extension activities	2
5%	4. Performs other functions that may be assigned to her from time to time	2
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.		
 ROCHELLE C. OLANA Employee's Name, Date and Signature		 MARLON M. TAMBIS/EDGARDO E. TULIN Supervisor's Name, Date and Signature