

|   |                         |  |                                     |                          |  |                          |                          |
|---|-------------------------|--|-------------------------------------|--------------------------|--|--------------------------|--------------------------|
| Republic of the Philippines<br>POSITION DESCRIPTION FORM<br>DBM-CSC Form No. 1<br>(Revised Version No. 1, s. 2017)  |                         | 1. POSITION TITLE (as approved by authorized agency) with<br>parenthetical title |                                     |                          |  |                          |                          |
|   |                         | INSTRUCTOR 1   |                                     |                          |  |                          |                          |
| 2. ITEM NUMBER  |                         | 3. SALARY GRADE  |                                     |                          |  |                          |                          |
| VISCAB - INST1 -17-2021   |                         | SALARY GRADE 12  |                                     |                          |  |                          |                          |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS   |                         |  |                                     |                          |  |                          |                          |
| <div><div><input type="checkbox"/> Province<br/><input checked="" type="checkbox"/> City<br/><input type="checkbox"/> Municipality</div><div><input type="checkbox"/> 1st Class<br/><input type="checkbox"/> 2nd Class<br/><input type="checkbox"/> 3rd Class<br/><input type="checkbox"/> 4th Class</div><div><input type="checkbox"/> 5th Class<br/><input type="checkbox"/> 6th Class<br/><input type="checkbox"/> Special</div></div> |                         |  |                                     |                          |  |                          |                          |
| 5. DEPARTMENT, CORPORATION OR AGENCY/<br>LOCAL GOVERNMENT   |                         | 6. BUREAU OR OFFICE  |                                     |                          |  |                          |                          |
| VISAYAS STATE UNIVERSITY  |                         | OFFICE OF THE PRESIDENT  |                                     |                          |  |                          |                          |
| 7. DEPARTMENT / BRANCH / DIVISION   |                         | 8. WORKSTATION / PLACE OF WORK   |                                     |                          |  |                          |                          |
| Department of Agricultural Education and Extension  |                         | VSU, BAYBAY CITY, LEYTE  |                                     |                          |  |                          |                          |
| 9. PRESENT APPROP   | 10. PREVIOUS APPROP ACT | 11. SALARY AUTHORIZED  | 12. OTHER COMPENSATION              |                          |  |                          |                          |
|   |                         |  | ACA/PERAP2000                       |                          |  |                          |                          |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR  |                         | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR                                     |                                     |                          |  |                          |                          |
| Head, DAEEEx  |                         | 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)   |                         |  |                                     |                          |  |                          |                          |
| POSITION TITLE  |                         | ITEM NUMBER  |                                     |                          |  |                          |                          |
| 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK  |                         |  |                                     |                          |  |                          |                          |
| Computer, printer, laptop, projector, calculator  |                         |  |                                     |                          |  |                          |                          |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS   |                         |  |                                     |                          |  |                          |                          |
| 17a. Internal   |                         | Occasional   | Frequent                            | 17b. External            |  | Occasional               | Frequent                 |
| Executive /   |                         | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | General Public           |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervisors   |                         | <input type="checkbox"/>   | <input type="checkbox"/>            | Other Agencies           |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Non-Supervisors   |                         | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | Others (Please Specify): |  | admin offices            |                          |
| Staff   |                         | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> |                          |  |                          |                          |
| 18. WORKING CONDITION   |                         |  |                                     |                          |  |                          |                          |
| Office Work   |                         | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | Other/s (Please Specify) |  |                          |                          |
| Field Work  |                         | <input type="checkbox"/>   | <input type="checkbox"/>            |                          |  |                          |                          |
| 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 conduct instruction, research and extension  |                         |  |                                     |                          |  |                          |                          |
| 21. QUALIFICATION STANDARDS   |                         |  |                                     |                          |  |                          |                          |
| 21a. Education  |                         | 21b. Experience  |                                     | 21c. Training            |  | 21d. Eligibility         |                          |
| Relevant Masteral degree  |                         | NONE REQUIRED  |                                     | NONE REQUIRED            |  | NONE 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 Savvy - 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 and issues   |  | 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. 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 DAEEEx faculty and staff.  |  | 2                                     |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)  |  | Competency Level                      |
| Percentage of Working Time   | (State the duties and responsibilities here:)  |                                       |
| 80%  | 1. Teaches assigned subjects and performs other teaching related functions, among others, the following:<br>a. Prepares and revised 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 | 2                                     |
| 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 time frame<br>c. Prepare 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        | 2                                     |
| 5%   | 3. Performs administrative functions (if applicable)   | 2                                     |
| 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 department head, College Dean, Vice Presidents and the University President   | 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. |  |                                       |
| AIZA C. ORACION  |  | KAREN LUZ P. YAP                      |
| Employee's Name, Date and Signature  |  | Supervisor's Name, Date and Signature |
| November 12, 2021  |  | November 12, 2021                     |