

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 I	
2. ITEM NUMBER		3. SALARY GRADE SG12-1	
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 VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE OFFICE OF THE PRESIDENT	
7. DEPARTMENT / BRANCH / DIVISION Department of Pure and Applied Chemistry (DoPAC)		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE Head, DoPAC		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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)			
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
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 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 NONE REQUIRED	21b. Experience NONE REQUIRED	21c. Training NONE REQUIRED	21d. Eligibility RA 1080
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		2
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 technical services qualitative and quantitative analyses for students and teachers.		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
80%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Revised teaching materials/guides and submit to department head b. Prepares and conducts evaluations/examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grades within prescribed period to the Registrar through the department e. Conducts consultation and tutorials to the students during scheduled consultation hours	2
10%	2. Acts as thesis adviser to some students; check and revised their thesis outlines and manuscripts 3. Performs 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. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Write and submits output for publications.	2
5%	4. Performs administrative function as College Secretary of the College of Arts and Sciences	2
5%	4. Performs other functions, among others: a. Acts as member of the department-based Academic Personnel Board 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.		
HELEN GRACE F. ORACION August 19, 2019 Employee's Name/ Date and Signature		JACOB GLENN F. JANSALIN August 19, 2019 Supervisor's Name, Date and Signature