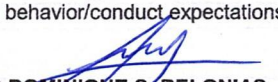
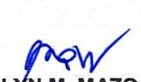


|  |                                     |  |   |
|--|-------------------------------------|--|---|
| <b>Republic of the Philippines</b><br><b>POSITION DESCRIPTION FORM</b>   |                                     | 1. POSITION TITLE (as approved by authorized agency) with parenthetical title  |   |
|  |                                     | Instructor II  |   |
| 2. ITEM NUMBER<br>VTS/AB-24512-4-2024  |                                     | 3. SALARY GRADE<br>SG 14   |   |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS  |                                     |  |   |
| <input type="checkbox"/> Province<br><input checked="" type="checkbox"/> City<br><input type="checkbox"/> Municipality   |                                     | <input type="checkbox"/> 1st Class<br><input type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class<br><input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special |   |
| 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT   |                                     | 6. BUREAU OR OFFICE  |   |
| STATE UNIVERSITY AND COLLEGES  |                                     | VISAYAS STATE UNIVERSITY   |   |
| 7. DEPARTMENT / BRANCH / DIVISION  |                                     | 8. WORKSTATION / PLACE OF WORK   |   |
| Department of Biological Sciences  |                                     | VSU, BAYBAY CITY, LEYTE  |   |
| 9. PRESENT APPROP  | 10. PREVIOUS APPROP ACT             | 11. SALARY AUTHORIZED  | 12. OTHER COMPENSATION  |
|  |                                     | 33, 843  | ACA/PERA P2,000.00  |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR   |                                     | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR   |   |
| Head, DBS  |                                     | 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, smart TV, oven-drier, icroscope, furnace, glasswares, plankton net, transect line, meter stick, quadrat, Hess sampler, light meter, refractometer        |                                     |  |   |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS  |                                     |  |   |
| 17a. Internal  | Occasional                          | Frequent   | 17b. External   |
| Executive / Supervisors  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | General Public  |
| Non-Supervisors  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>  | Other Agencies  |
| Staff  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>  | Others (Please Specify):  |
|  |                                     |  | admin offices   |
| 18. WORKING CONDITION  |                                     |  |   |
| Office Work  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | Other/s (Please Specify)  |
| Field Work   | <input type="checkbox"/>            | <input checked="" 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   | 2 years of relevant experience      | 8 hours of relevant training   | NONE REQUIRED except for courses with board exam wherein RA1080 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  |                                     |  | 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.                                     |   | 3  |
| 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.  |   | 4  |
| 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 the Dept. of Biological Sciences 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. Prepares and prepares 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  | 3  |
| 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. |   |  |
| <br><b>TED DOMINIQUE S. BELONIAS</b><br>Employee's Name, Date and Signature                                 |   | <br><b>ANALYN M. MAZO</b><br>Supervisor's Name, Date and Signature |