



**REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM**

1. POSITION TITLE (as authorized by DBM)

INSTRUCTOR I

2. ITEM NO.: VISCAB-INT-21-2012

3. SALARY GRADE : 12

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

☐ provincial	☐ 1 st class	☐ 5 th class
☒ city	☐ 2 nd class	☐ 6 th class
☐ municipality	☐ 3 rd class	☐ Special
	☐ 4 th class	

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

6. BUREAU OR OFFICE

DEPARTMENT OF AGRICULTURAL ENGINEERING,
VISAYAS STATE UNIVERSITY

7. DEPARTMENT/BRANCH/DIVISION

8. WORKSTATION/PLACE OF WORK

VSU, Baybay

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P 256,644.00

ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEPARTMENT HEAD

COLLEGE DEAN

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

COMPUTER, CALCULATOR, CHALKBOARD, CHALK, WHITEBOARD, WHITEBOARD MARKER, PROJECTOR SCREEN, PROJECTOR

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	()	General Public	()	(x)
Supervisors	()	(x)	Other Agencies	(x)	()
Non Supervisors	()	(x)	Others (Please specify:	()	(x)
Staff	()	(x)	Admin Offices		

18. WORKING CONDITION

Office Work	(x)	Other/s (Please Specify)
Field Work	()	

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Implements the approved degree programs and do research, extension and production functions

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Performs instruction, research and extension functions of the department.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Masteral degree in the needed field of specialization	None required	None required	AE Board Passer

21e. CORE COMPETENCIES

Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.

1
1

21e. CORE COMPETENCIES		Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules		1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.		1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.		1
21f. FUNCTIONAL COMPETENCIES		Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.		1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.		1
21g. TECHNICAL COMPETENCIES		Competency Level
		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
22a. 1. Teaches assigned subject and performs other teaching related functions, among others the following; a) Prepare teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final Examination.		1
22b. 2. Member in different committees.		1
22c. 3. Participate in the co-curricular activities.		1
22d. 4. Perform other functions assigned by the Department Head.		1
23. ACKNOWLEDGMENT AND ACCEPTANCE		
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.		
TRIANA F. SORONG, RPAE Employee's Name, Date and Signature		ARTHUR IT. TAMBONG, FRSAE Supervisor's Name, Date and Signature