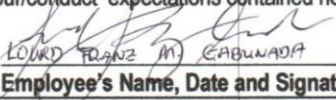
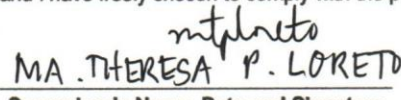
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) INSTRUCTOR I			
2. ITEM NO.: VSCAP-INST-11-2005		3. SALARY GRADE : 12			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class <input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE 			
7. DEPARTMENT/BRANCH/DIVISION DEPARTMENT OF BIOTECHNOLOGY		8. WORKSTATION/PLACE OF WORK Visayas State University , Baybay City, Leyte			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER		
		₱ 256,644.00	ACA PERA		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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 					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	()	()	General Public	()	()
Non Supervisors	()	()	Other Agencies	()	()
Staff	()	(x)	Others (Please specify: Admin Offices)	(x)	()
18. WORKING CONDITION					
Office Work	(x)	Other/s (Please Specily)			
Field Work	()				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Offers courses in Biotechnology, supports course- related student's activities, conducts relevant research, and fosters community engagement.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Teaches Biotechnology subjects, adviser to thesis students, and serve as member to department and college committees.					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
Master of Sciece in Molecular Biology and Biotechnology	1.5 years research experience 2 years teaching experience				
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.	
 LOURD TOJANZ M. CABUNADA Employee's Name, Date and Signature	 MA. THERESA P. LORETO Supervisor's Name, Date and Signature