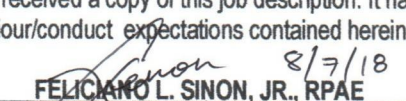
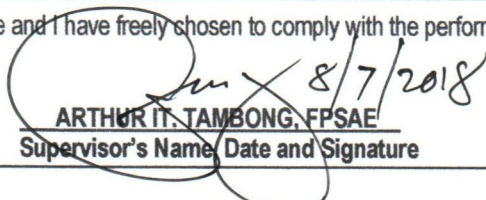


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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--|
| Republic of the Philippines<br>POSITION DESCRIPTION FORM<br>DBM-CSC Form No. 1<br>(Revised Version No. 1 ,                                                                                   |  | 1. POSITION TITLE (as authorized by DBM)<br><br>Instructor I                                                                                                                                         |                                                                  |                                                                                                                                      |  |
| 2. ITEM NO.: <del>VISCAB-INST1-2-2017</del>                                                                                                                                                  |  | 3. SALARY GRADE : 12                                                                                                                                                                                 |                                                                  |                                                                                                                                      |  |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS                                                                                                                        |  |                                                                                                                                                                                                      |                                                                  |                                                                                                                                      |  |
| <input type="checkbox"/> provincial<br><input checked="" type="checkbox"/> city<br><input type="checkbox"/> municipality                                                                     |  | <input type="checkbox"/> 1 <sup>st</sup> class<br><input type="checkbox"/> 2 <sup>nd</sup> class<br><input type="checkbox"/> 3 <sup>rd</sup> class<br><input type="checkbox"/> 4 <sup>th</sup> class |                                                                  | <input type="checkbox"/> 5 <sup>th</sup> class<br><input type="checkbox"/> 6 <sup>th</sup> class<br><input type="checkbox"/> Special |  |
| 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br><br>VISAYAS STATE UNIVERSITY                                                                                                        |  |                                                                                                                                                                                                      | 6. BUREAU OR OFFICE                                              |                                                                                                                                      |  |
| 7. DEPARTMENT/BRANCH/DIVISION<br><br>Department of Agricultural Engineering (DAE)                                                                                                            |  |                                                                                                                                                                                                      | 8. WORKSTATION/PLACE OF WORK<br><br>VSU , Baybay City, Leyte     |                                                                                                                                      |  |
| 9. PRES, APPROP ACT                                                                                                                                                                          |  | 1. PREV. APPROP ACT                                                                                                                                                                                  |                                                                  | 11. SALARY AUTHORIZED                                                                                                                |  |
|                                                                                                                                                                                              |  |                                                                                                                                                                                                      |                                                                  | P 22,149.00/mo                                                                                                                       |  |
|                                                                                                                                                                                              |  |                                                                                                                                                                                                      |                                                                  | ACA PERA P 2,000/mo                                                                                                                  |  |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><br>Department Head                                                                                                                            |  |                                                                                                                                                                                                      | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><br>College Dean |                                                                                                                                      |  |
| 15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED<br>(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<br><br>Computer, Printer, Calculator, Chalkboard, Chalk, Whiteboard, Whiteboard Marker, Projector, Projector Screen |  |                                                                                                                                                                                                      |                                                                  |                                                                                                                                      |  |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS                                                                                                                                                            |  |                                                                                                                                                                                                      |                                                                  |                                                                                                                                      |  |
| 17a. Internal                                                                                                                                                                                |  | Occasional                                                                                                                                                                                           |                                                                  | Frequent                                                                                                                             |  |
| Executive/Managerial Supervisors                                                                                                                                                             |  | ( x )<br>( )                                                                                                                                                                                         |                                                                  | ( )<br>( x )                                                                                                                         |  |
| Non Supervisors                                                                                                                                                                              |  | ( x )                                                                                                                                                                                                |                                                                  | ( x )                                                                                                                                |  |
| Staff                                                                                                                                                                                        |  | ( x )                                                                                                                                                                                                |                                                                  | ( x )                                                                                                                                |  |
| 17b. External                                                                                                                                                                                |  | Occasional                                                                                                                                                                                           |                                                                  | Frequent                                                                                                                             |  |
| General Public                                                                                                                                                                               |  | ( )                                                                                                                                                                                                  |                                                                  | ( x )                                                                                                                                |  |
| Other Agencies                                                                                                                                                                               |  | ( x )                                                                                                                                                                                                |                                                                  | ( )                                                                                                                                  |  |
| Others (Please specify: Admin Offices                                                                                                                                                        |  | ( )                                                                                                                                                                                                  |                                                                  | ( x )                                                                                                                                |  |
| 18. WORKING CONDITION                                                                                                                                                                        |  |                                                                                                                                                                                                      |                                                                  |                                                                                                                                      |  |
| Office Work                                                                                                                                                                                  |  | ( x )                                                                                                                                                                                                |                                                                  | Other/s (Please Speciy)                                                                                                              |  |
| Field Work                                                                                                                                                                                   |  | ( )                                                                                                                                                                                                  |                                                                  |                                                                                                                                      |  |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION<br><br>Implements the approved degree programs and do research, extension and production functions.                     |  |                                                                                                                                                                                                      |                                                                  |                                                                                                                                      |  |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)<br><br>Performs instruction, research and extension functions of the department.                                 |  |                                                                                                                                                                                                      |                                                                  |                                                                                                                                      |  |
| 21. QUALIFICATON STANDARDS                                                                                                                                                                   |  |                                                                                                                                                                                                      |                                                                  |                                                                                                                                      |  |
| 21a. Education                                                                                                                                                                               |  | 21b. Experience                                                                                                                                                                                      |                                                                  | 21c. Training                                                                                                                        |  |
| Master degree in the needed field of specialization                                                                                                                                          |  | None required                                                                                                                                                                                        |                                                                  | None required                                                                                                                        |  |
|                                                                                                                                                                                              |  |                                                                                                                                                                                                      |                                                                  | 21d. Eligibility                                                                                                                     |  |
|                                                                                                                                                                                              |  |                                                                                                                                                                                                      |                                                                  | AE Board Passer                                                                                                                      |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21e. CORE COMPETENCIES                                                                                                                                                                                                                                                                                                                                                                                          | Competency Level                                                                                                                                          |
| 1. <b>Exemplifying Integrity</b><br>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules                                                                                                                                                                                                                                                                        | 1                                                                                                                                                         |
| 2. <b>Delivering Service Excellence</b><br>Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.                                                                                                                                                                                                                                   | 1                                                                                                                                                         |
| 3. <b>Solving Problems and Making Decisions</b><br>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. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.                                                                                                                                                                                                                                                        | 1                                                                                                                                                         |
| 2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials                                                                                                                                                                                                          | 1                                                                                                                                                         |
| 3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work                                                                                                                                                                                                                                                                                 | 1                                                                                                                                                         |
| 4. <b>Championing &amp; applying innovation</b> – 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;<br>a) Prepare teaching materials/guides and submit to department head.<br>b) Conducts examination (mid/final/long hours/quizzes)<br>c) Checks test papers and return 1 week after exam.<br>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.                                                                                                                                                                                                                      |                                                                                                                                                           |
| <br>FELICIANO L. SINON, JR., RPAE<br>Employee's Name, Date and Signature                                                                                                                                                                                                                                                     | <br>ARTHUR T. TAMBONG, FPSAE<br>Supervisor's Name, Date and Signature |