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| <div>Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)</div> | | | 1. POSITION TITLE (as approved by authorized agency) with parenthetical title | | |
| | | | Instructor II | | |
| 2. ITEM NUMBER | | | 3. SALARY GRADE | | |
| INST-26-2011 | | | 13 | | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | | | |
| <input type="checkbox"/> Province | | <input type="checkbox"/> 1st Class | | <input type="checkbox"/> 5th Class | |
| <input type="checkbox"/> City | | <input type="checkbox"/> 2nd Class | | <input type="checkbox"/> 6th Class | |
| <input type="checkbox"/> Municipality | | <input type="checkbox"/> 3rd Class | | <input type="checkbox"/> Special | |
| <input type="checkbox"/> 4th Class | | | | | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT | | | 6. BUREAU OR OFFICE | | |
| Visayas State University | | | Department of Tourism and Hospitality Management | | |
| 7. DEPARTMENT / BRANCH / DIVISION | | | 8. WORKSTATION / PLACE OF WORK | | |
| Department of Tourism and Hospitality Management | | | VSU, Baybay City, Leyte | | |
| 9. PRESENT APPROP ACT | | 10. PREVIOUS APPROP ACT | | 11. SALARY AUTHORIZED | |
| | | | | 12. OTHER COMPENSATION | |
| | | | | ACA PERA P2,000.00 | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | | |
| Department Head | | | Dean, College of Management and Economics | | |
| 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 / Managerial | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | General Public | |
| Supervisors | | <input type="checkbox"/> | <input type="checkbox"/> | Other Agencies | |
| Non-Supervisors | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Others (Please Specify): | |
| Staff | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Admin Offices | |
| 18. WORKING CONDITION | | | | | |
| Office Work | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) | |
| Field Work | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | | | |
| To conduct instruction, research and extension | | | | | |

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| 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 | None required | None required | None required |
| 21e. Core Competencies | | | Competency Level |
| Exemplifying Integrity and Professionalism Delivering Service Excellence Interpersonal Skills Flexibility Record Management Computer Skills | | | 2 |
| 21f. Leadership Competencies | | | Competency Level |
| Attention to Detail Achievement Orientation Communication Skill | | | N/A |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) | | (Indicate the required Competency Level here) |
| 80% | 1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revised teaching materials/guides and submit to department head b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to studentts one week after examination d. Submits grade sheets within prescribed period to the Registrar through the department e. Turns over class records to department heads within two weeks after final examination f. Makes himself available for consultation by his/her students during scheduled consultation hours | | 2 |
| 10% | 2. 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. Prepares reports within the prescribed period d. Presents research/extension outputs during conference/for a of legitimate professional organizations e. Submits output for possible publication/patenting | | 2 |
| 5% | 3. Performs administrative functions (if applicable) | | 2 |
| 5% | 4. Performs other functions, among others: a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions 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. | | | |
| RANDY G. OMEGA Employee's Name, Date and Signature | | VENICE B. IBÁÑEZ Supervisor's Name, Date and Signature | |