

**Republic of the Philippines**  
**POSITION DESCRIPTION FORM**

**DBM-CSC Form No. 1**  
(Revised Version No. 1, s. 2017)

**1. POSITION TITLE (as approved by authorized agency) with parenthetical title**

**INSTRUCTOR I**

**2. ITEM NUMBER**

INST 1-22-2012

**3. SALARY GRADE**

12

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

- ☐ Province  
☒ City  
☐ Municipality

- ☐ 1st Class  
☐ 2nd Class  
☐ 3rd Class  
☐ 4th Class

- ☐ 5th Class  
☐ 6th Class  
☐ Special

**5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT**

STATE UNIVERSITY AND COLLEGES

**6. BUREAU OR OFFICE**

VISAYAS STATE UNIVERSITY

**7. DEPARTMENT / BRANCH / DIVISION**

Department of Mechanical Engineering

**8. WORKSTATION / PLACE OF WORK**

VSU, BAYBAY CITY, LEYTE

**9. PRESENT APPROP**

N/A

**10. PREVIOUS APPROP ACT**

N/A

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

ACA/PERA P2,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

Head, DME

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

Dean, College of Engineering and Technology

**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**

**Occasional**

**Frequent**

Executive / Managerial  
Supervisors  
Non-Supervisors  
Staff

☒  
☐  
☒  
☒

☐  
☐  
☒  
☒

General Public  
Other Agencies  
Others (Please Specify):

☐  
☐

☐  
☐

admin offices

**18. WORKING CONDITION**

Office Work  
Field Work

☒  
☐

☐  
☐

Other/s (Please Specify)

**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**

Relevant Masteral degree

**21b. Experience**

NONE REQUIRED

**21c. Training**

NONE REQUIRED


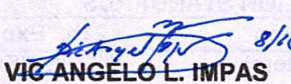
**21d. Eligibility**

RA 1080 ME

**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	1															
<b>21f. Functional Competencies</b>	<b>Competency Level</b>															
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	2															
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.	2															
5. Research Management- Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.	2															
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.	2															
<b>21g. Technical Competencies</b>	<b>Competency Level</b>															
Provides support and technical services for Mechanical Eng'g faculty and staff.	2															
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>															
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<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>																
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.																
 <b>PHILIP CAESAR L. EBIT</b> Employee's Name, Date and Signature		 <b>VIC ANGELO L. IMPAS</b> Supervisor's Name, Date and Signature														