Competen			1. CORE COMPETEN (MED yet beginning as authorized by DBM) 11TI NOTICE 1.			
E COMPANY		OF THE PHILIPPINES RIPTION FORM OF THE PHILIPPINES	rity and demonstrates reading	INSTRU	CTOR 1	1. Exemplifying
2. ITEM NO .: VISCAR - INSTITUTE TO TO BE STORED SEVEL OF			3.2 10 (19 SALARY GRADE: (2) distant 2000 film aniigmoo			
4. FOR LOCAL	L GOVERNMENT PO	SITION, ENUMERATE GOVERNME	NT UNIT AND CLASS oleice	Making D	ems and	3. Solving Proble
() provincial () city () municipality	s and whose ocess	() 3rd class () 4th class () 4th class	Flovides timely solutions to proble seals #2 () ecision diferentias the solutions are available and can basels #8 (yd from a database or 21f. FUNCTIONAL COMPETENCIES Island ()			
5. DEPARTMEN	NT, CORPORATION OR	AGENCY/LOCAL GOVERNMENT	6. BUREAU OR OF	FFICE	g Person	1. Demonstratin
	VISAYAS STAT	well being and learning discipline. 2. Speaking Effectively – Effectively delivers messages that s				
7. DEPARTM	ENT/BRANCH/DIVISI	8. WORKSTATION/PLACE OF WORK) noils a gard laminim				
LIB	BERAL ARTS AND BI	EHAVIORAL SCIENCES	ISVIOL uses existing comm	J , Baybay	City, Le	yte na gnany
9. PRES, APPROP ACT		1. PREV. APPROP ACT	11. SALARY AUTHORIZED		12. OTHER	
			256,644/annum		ACA PER	A - 2,000/month
13. POSITION	TITLE OF IMMEDIA	TE SUPERVISOR	21g TECHNIC ROSIVERQUE READIN TXAN TO ATTIT NOITIZON 4.			
10300	HEAD 8	R DEAN	Provides support and services for DLABS faculty and staff			
15. POSITION	TITLE AND ITEM OF	THOSE DIRECTLY SUPERVISED	NSIBILITIES (Technical Co	D RESPC	ITIES AN	22. STATEMENT OF DU
		only by their item numbers and titl				Daycostofilladiaa
16 MACHINE	EQUIPMENT, TOOL	S ETC., USED REGULARLY IN PER	REFORMANCE OF WORK			Time
	(oilowrig	nputer, DLP projector, class record	doest end performe of lor (each	markers	etc.	1 8888
17. CONTACT	TS/CLIENTS/STAKE		es examinations (mid/final/long/			
17a. Internal	Occasio	veek after caarini adon	17b. External quinting ale	Occasi	berto .o	Frequent
Executive/Ma Supervisors Non Supervis Staff	nagerial (x)	tin two we also that examination of students the consultation others the (x) owing objects within approved time frame	General Public Other Agencies Others (Please specify: Admin Offices	OVBI Class	e. Turys f. Ma(x Perform a. Prepa b. Impler	(x) () (x)
18. WORKING	G CONDITION AS I REQ	ed perios. srances/for a of legitimale professional o	pares reports within the present h/extension outputs during confe	os uno pre ris researc	d Preser	
Office Work Field Work		(x)	Other/s (Please Specify)	e outpol fo administrati u	e dubrii Performs a o	5 504 8
19. BRIEF DE	SCRIPTION OF THE	GENERAL FUNCTION OF THE UN	IT OR SECTION of evilater at	ms (unchor		
Implements the	e AB-English Languag	e and MSLangTchng programs, cond	ducts relevant research, exten	sion and p	roduction	functions
20. BRIEF DE	SCRIPTION OF THE	GENERAL FUNCTION OF THE POS	SITION (Job Summary)			
		earch and extension functions of the d	epartment			8,001
	ATON STANDARDS		T 30W	COEPTA	CHAT	23. ACKNOWLEDOME
21a. Education	nply with the perform	21b. Experience even I be em di	21c. Training and the	b descrip	21d. Eli	
Master's degree in the area of None required GUIRALDO C. FERNANDEZ, JR. Supports of Signature			Dehaviour conduct expectations contained here: 37 24 25 25 25 25 25 25 25			

21e. CORE COMPE	California de la composition della composition d	Competen cy Level				
	g Integrity s and respects authority and demonstrates readiness in accepting and complying with rules	TROL TRAIL				
Delivering	ervice Excellence	46.00				
Complies	h CSC's established standards of delivery or service level agreements and delivers explicit require	ements of				
Solving P	ENT POSITION, ENUMERATE COVERNMENT UNIT AND CLASSICIOS GRIAM DNA small	FOR LOCAL GOVERNM				
Provides t solutions	ely solutions to problems and decision dilemmas that have clearcut options and/or choices and whavailable and can be accessed from a database or gleaned from an existing policy or process.	hose laiorreage				
f. FUNCTIONAL		Compete				
	ng Personal Effectiveness - Responds effectively to guidelines & feedback on one's perform	nance, cy Level				
	d learning discipline.	AYARIV				
 Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials 						
written wo	SUTTO CL. ASTROUTHA VOA IAO AN TOA GOOGGA ACOM A L	797 dagga 2390				
	g & applying innovation – Demonstrates an awareness of basic principles of innovation.	1				
1g. TECHNICAL C		Competen				
2100	port and services for DLABS faculty and staff	Level				
	VATO A GAZIN	1				
2. STATEMENT C	DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competend Level				
Percent of Working						
Time 85%	I TOOLS ETC., USED REGURATIVE IN PERFORMANCE OF WORK					
0070	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)	CONTACTSICLIENTSE				
	c. Checks test papers and returns to students one week after examination					
insupe	d. Submits grade sheets within prescribed period to the Registrar through the department of the second state of the second sta	a. internal				
(8)	e. Turns over class records to department heads within two weeks after final examination	acutive/Managerias				
7 1	f. Makes himself available for consultation by his/her students during scheduled consultation hours	annaiman i				
10%	Performs research and/or extension functions, among others the following:	sunsingan/2 w				
19	a. Prepares research/extension proposals	33				
	b. Implements duly approved research/extension projects within approved time frame					
	c. Prepares and prepares reports within the prescribed period					
	d. Presents research/extension outputs during conferences/for a of legitimate professional organization	ons DADARON				
and the second second section of the second second second second section secti	e. Submits output for possible publication/patenting	Eco Work				
-	Performs administrative functions (if applicable)	- The Market Ship				
5%	Performs other functions, among others:	to they are inside the content of th				
	a. Performs functions relative to committee memberships and other ad hoc assignments including rel	ated to 1900 and 1919				
erioi	quality assurance and other accreditation functions	plements the ALL Codicty I				
	b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the President					
100%	ion, research and extension functions of me department	Periorins instructi				
3 ACKNOWLED	ENT AND ACCEPTANCE	CUALITICATON STANI				
		h the newformers and				
	copy of this job description. It has been discussed with me and I have freely chosen to comply with	i the performance and				
penaviour/cond	expectations contained herein.	rster's degree in the area				
-	(1/44)4 8/12/19					
Δ	IL ROSE P. VILLABER GUIRALDO C/FERNANDEZ, JR.					
	's Name, Date and Signature Supervisor's Name, Date and Signa					

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