



<b>21e. CORE COMPETENCIES</b>	<b>Competency Level</b>
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. <b>Delivering Service Excellence</b> 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> 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
<b>21f. FUNCTIONAL COMPETENCIES</b>	<b>Competency Level</b>
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
<b>21g. TECHNICAL COMPETENCIES</b>	<b>Competency Level</b>
	1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>
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
2. Member in different committees.	1
3. Participate in the co-curricular activities	1
4. Perform other functions assigned by the Department Head.	1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>	
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.	
<u>JOSE S. BAGULAYA II</u> Employee's Name, Date and Signature Aug. 22, 2018	<u>GUIRALDO C. FERNANDEZ JR.</u> Supervisor's Name, Date and Signature