Rep	ublic of the Philippi	nes	1. POSITION TITLE (as au	thorized by DE	BM)
	TION DESCRIPTION DBM-CSC Form No. Revised Version No.	1		INSTRUCTOR	
2. ITEM NO.: Viscal	-INST1-35-20	016	3. SALARY GRAD	E : 12	
4. FOR LOCAL GOVERN			ENT UNIT AND CLASS		
() provincial () city *) municipality	73 - 24 35 60	() 1st class () 2nd class () 3rd class () 4th class	() 5 <sup>th</sup> clas () 6 <sup>th</sup> clas () Special	S	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISA	YAS STATE UNIVER	RSITY			
7. DEPARTMENT/BRAN	ICH/DIVISION		8. WORKSTATION/PLAC	E OF WORK	11
LIBERAL ARTS AND BEHAVIORAL SCIENCES			VSU , Baybay City, Leyte		
9. PRES, APPROP ACT	1. PF	REV. APPROP ACT	11. SALARY AUTHORIZE	ED 12.	OTHER
			256,644/ANNUM	ACA	PERA- 2,000/month
13. POSITION TITLE OF	IMMEDIATE SUPER	WISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
HEAD & DEAN			College Dean		
15. POSITION TITLE AN	D ITEM OF THOSE I	DIRECTLY SUPERVISED		33331	
(if more than sev	en (7) list only by th	neir item numbers and ti	tles) None		ed to a service of the service of th
16 MACHINE, EQUIPME	NT, TOOLS ETC., U	SED REGULARLY IN PE	ERFORMANCE OF WORK		MARKET - L
	Computer, DL	P projector, class recor	ds, board eraser, whiteboard	markers, etc.	recombined by
17. CONTACTS/CLIENT	S/STAKEHOLDERS	and digit has all their residence	Polyter action capture take that		
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors Non Supervisors Staff	(x) (x) (x)	( ) (x) (x)	General Public Other Agencies Others (Please specify: Admin Offfices	( ) (x) ( )	(x) () (x)
18. WORKING CONDITI	ON				
Office Work Field Work		(x)	Other/s (Please Speciy)		9
19. BRIEF DESCRIPTIO	N OF THE GENERA	L FUNCTION OF THE U	NIT OR SECTION		
Implements the AB-Er	nglish Language Stud	ies and MS LangTchng p	rograms, conducts relevant res	search, extension	n and production functions
20. BRIEF DESCRIPTION	N OF THE GENERAL	FUNCTION OF THE PO	OSITION (Job Summary)		
Performs inst	ruction, research ar	nd extension functions of	of the department	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Jac market 1
21. QUALIFICATION STA	NDARDS			i -	
21a. Education		perience	21c. Training	21d.	Eligibility
Masteral degre		quired	None required	Non	e required

4 P 10 1 1 4 1	Competency Leve
<ol> <li>Exemplifying Integrity         Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules     </li> </ol>	1
<ol> <li>Delivering Service Excellence         Complies with CSC's established standards of delivery or service level agreements and delivers explicit     </li> </ol>	1
requirements of customers.  3. Solving Problems and Making Decisions	1
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.  If, FUNCTIONAL COMPETENCIES	Competency Leve
Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's	1
performance, well being and learning discipline.  2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information &	4
requires minimal preparation or can be supported by available communication materials  3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce	the contract of the contract o
own written work  4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
	4
Ig. TECHNICAL COMPETENCIES	Competency Leve
	1
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
<ul> <li>Teaches assigned subject and performs other teaching related functions, among others the following;</li> <li>a. Prepare teaching materials/guides and submit to department head.</li> <li>b. Conducts examination (mid/final/long hours/quizzes)</li> <li>c. Checks test papers and return 1 week after exam.</li> <li>d. Submits grade sheet and turn over class records to department head two weeks after final</li> </ul>	1
<ul> <li>a. Prepare teaching materials/guides and submit to department head.</li> <li>b. Conducts examination (mid/final/long hours/quizzes)</li> <li>c. Checks test papers and return 1 week after exam.</li> <li>d. Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul>	1
<ul> <li>a. Prepare teaching materials/guides and submit to department head.</li> <li>b. Conducts examination (mid/final/long hours/quizzes)</li> <li>c. Checks test papers and return 1 week after exam.</li> <li>d. Submits grade sheet and turn over class records to department head two weeks after final examination.</li> <li>Member in different committees.</li> </ul>	1 1
<ul> <li>a. Prepare teaching materials/guides and submit to department head.</li> <li>b. Conducts examination (mid/final/long hours/quizzes)</li> <li>c. Checks test papers and return 1 week after exam.</li> <li>d. Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul>	1 1 1
<ul> <li>a. Prepare teaching materials/guides and submit to department head.</li> <li>b. Conducts examination (mid/final/long hours/quizzes)</li> <li>c. Checks test papers and return 1 week after exam.</li> <li>d. Submits grade sheet and turn over class records to department head two weeks after final examination.</li> <li>Member in different committees.</li> <li>Participate in the co-curricular activities</li> </ul>	1 1 1
<ul> <li>a. Prepare teaching materials/guides and submit to department head.</li> <li>b. Conducts examination (mid/final/long hours/quizzes)</li> <li>c. Checks test papers and return 1 week after exam.</li> <li>d. Submits grade sheet and turn over class records to department head two weeks after final examination.</li> <li>Member in different committees.</li> <li>Participate in the co-curricular activities</li> </ul>	1 1 1
<ul> <li>a. Prepare teaching materials/guides and submit to department head.</li> <li>b. Conducts examination (mid/final/long hours/quizzes)</li> <li>c. Checks test papers and return 1 week after exam.</li> <li>d. Submits grade sheet and turn over class records to department head two weeks after final examination.</li> <li>Member in different committees.</li> <li>Participate in the co-curricular activities</li> </ul>	1 1 1
<ul> <li>a. Prepare teaching materials/guides and submit to department head.</li> <li>b. Conducts examination (mid/final/long hours/quizzes)</li> <li>c. Checks test papers and return 1 week after exam.</li> <li>d. Submits grade sheet and turn over class records to department head two weeks after final examination.</li> <li>Member in different committees.</li> <li>Participate in the co-curricular activities</li> </ul>	1 1 1
<ul> <li>a. Prepare teaching materials/guides and submit to department head.</li> <li>b. Conducts examination (mid/final/long hours/quizzes)</li> <li>c. Checks test papers and return 1 week after exam.</li> <li>d. Submits grade sheet and turn over class records to department head two weeks after final examination.</li> <li>Member in different committees.</li> <li>Participate in the co-curricular activities</li> <li>Perform other functions assigned by the Department Head.</li> </ul>	1 1 1 1 1
<ul> <li>a. Prepare teaching materials/guides and submit to department head.</li> <li>b. Conducts examination (mid/final/long hours/quizzes)</li> <li>c. Checks test papers and return 1 week after exam.</li> <li>d. Submits grade sheet and turn over class records to department head two weeks after final examination.</li> <li>Member in different committees.</li> <li>Participate in the co-curricular activities</li> <li>Perform other functions assigned by the Department Head.</li> <li>3. ACKNOWLEDGMENT AND ACCEPTANCE</li> <li>I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the complex part of t</li></ul>	