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Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			POSITION TITLE (as approved by authorized agency) with parenthetical title	
			INSTRUCTOR 1	
2. ITEM NUMBER			3. SALARY GRADE	
INST1-172021			SALARY GRADE 12	
4. FOR LOCAL GOVER	NMENT POSITION,	ENUMERAT	E GOVERNMENTAL UNIT AND CL	ASS
□ Province		□ 1st	the morning printed author of sequino	□ 5th Class
☑ City		□ 2nd	Class	□ 6th Class
□ Municipalit	У	□ 3rd □ 4th		□ Special
5. DEPARTMENT, COR LOCAL GOVERNME		1 1 2 2 2 1 1 d 2	6. BUREAU OR OFFICE	
	STATE UNIVERSITY		OFFICE OF THE PRESIDENT	
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK	
Department of Agricultural Education and Extension			VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPR	ROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
N/A	N/A		P27,608.00	ACA/PERA P2,000.00
13. POSITION TITLE OF	IMMEDIATE SUPE	RVISOR	14. POSITION TITLE OF NEXT I	3300 (30)
Head, DAEEx			Dean, College of Agriculture and Food Science	
15. POSITION TITLE, A				
PO	(if more than SITION TITLE	seven (7) list	only by their item numbers and titles) ITEM NUMBER	
			TOTAL SECURIT	
16. MACHINE, EQUIPM			ULARLY IN PERFORMANCE OF W	<b>/ORK</b>
	Com	nputer, printe	r, laptop, projector, calculator	E 19 E
17. CONTACTS / CLIEN	CONTRACTOR OF THE PROPERTY OF	I TOTAL TOTAL CONTRACTOR CONTRACT	ZEN Estado	
17a. Internal Executive /	Occasional  ☑	Frequent	17b. External General Public	Occasional Frequent
Supervisors	a sichasan		Other Agencies	
Non-Supervisors		<u> </u>	Others (Please Specify):	admin offices
Staff  18. WORKING CONDIT	ION	<b>2</b>		
Office Work			Other/s (Please Specify)	
Field Work			ores etter tunctions, among others	
19. BRIEF DESCRIPTION	N OF THE GENERA	AL FUNCTIO	N OF THE UNIT OR SECTION	
To conduct instruction			Leiton functions	(a) (a) (b) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
20. BRIEF DESCRIPTION	N OF THE GENERA	AL FUNCTIO	N OF THE POSITION (Job Summa	iry)
	To co	onduct instru	ction, research and extension	
21. QUALIFICATION ST	ANDARDS			
21a. Education	21b. Experi	ience	21c. Training	21d. Eligibility
Relevant Masteral	NONE REQU	JIRED	NONE REQUIRED	NONE REQUIRED
degree			a pri la ciniarido sinonecono, se sulhe co	A Civaria o pria sonamicoro, are
21e. Core Compete		rotoo bish otoo	danda of another in a libertary in a libertary	Competency Level
Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office				
Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction				2
3. Communication Savy - Effect	2			
<ol> <li>Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results</li> </ol>				d 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

<ol> <li>Gender-responsive manage related problems and issues</li> </ol>	1	
21f. Functional Com	Competency Level	
Facilitating Learner Centere     earning delivery modes to enh	2	
Innovative Learning Strateg     based course syllabi to adapt	2 3335557 5 5	
3. Innovative Instructional Mat experiences that utilize innova	2	
4. Filipino Values Restoration-	2	
<ol> <li>Publication Writing - Develo outputs.</li> </ol>	2	
21g. Technical Com	Competency Level	
Provides su	2	
	UTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
	Teaches assigned subjects and performs other teaching related functions, among others, the following:     Prepares and revised teaching materials/guides and submit to department head	
80%	b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grade sheets within prescribed period to the Registrar through the department	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	
10%	frame c. Prepare reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting	2
5%	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.

AIZA C. ORACION

MILAGROS C. BALES

**Employee's Name, Date and Signature** 

Supervisor's Name, Date and Signature

June 21,2022