

Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1,		<b>1. POSITION TITLE (as authorized by DBM)</b>  INSTRUCTOR I	
<b>2. ITEM NO.:</b> VISCAD-INSTI- 48-2015		<b>3. SALARY GRADE :</b> 12	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input checked="" type="checkbox"/> municipality		<input checked="" type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  VISAYAS STATE UNIVERSITY	
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  DEPARTMENT OF BIOTECHNOLOGY		<b>8. WORKSTATION/PLACE OF WORK</b>  VSU, Baybay	
<b>9. PRES, APPROP ACT</b>	<b>10. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>
		P20,149 /mo.	ACA PERA 2.00 /mo.
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  ASSOCIATE PROFESSOR / DEPARTMENT HEAD		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  UNIVERSITY PRESIDENT / UNIVERSITY PROFESSOR	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles) None			
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> LCD projector, laptop computer, scientific calculator, internet, whiteboard, pen/pencil, speaker, laboratory glassware, lab equipment (fume hood, laminar flow hood, spectrophotometer, electrophoresis, refrigerator, pH meter, balance), laboratory software/programs			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive/Managerial Supervisors Non Supervisors Staff	(x) (x) (x) (x)	( (x) (x) (x)	<b>General Public</b> <b>Other Agencies</b> <b>Others (Please specify:</b> <u>Admin Offices</u>
			Occasional Frequent
			( (x) ( (x)
<b>18. WORKING CONDITION</b>			
Office Work		Other/s (Please Speciy)	
Field Work		laboratory work	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  To implement the offering of the BS Biotechnology program of the University			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  To teach undergraduate chemistry and biotechnology courses			
<b>21. QUALIFICATON STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
BS Biotechnology			



21e. CORE COMPETENCIES			Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.			1
3. Solving Problems and Making Decisions 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
21f. FUNCTIONAL COMPETENCIES			Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials			1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work			1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.			1
21g. TECHNICAL COMPETENCIES			Competency Level
computer -literate			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here)		
	ON STUDY LEAVE		
23. ACKNOWLEDGMENT AND ACCEPTANCE			
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.			
Donna - 06-19-18 DONNA CHRISTENE Q. RAMAS Employee's Name, Date and Signature		mtpheto MA. THERESA P. LORETO Supervisor's Name, Date and Signature	