Republic of the Philippes	POSITION TITLE (as approved by authorized agency) with parenthetical title INSTRUCTOR I	
POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		
2. ITEM NUMBER	3. SALARY GRADE	am secretarise cal post micheo
	12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERAT	E GOVERNMENTAL UNIT AND CL	ASS
☐ City ☐ 2nd ☐ 2nd ☐ 3rd	Class d Class l Class Class	☐ 5th Class ☐ 6th Class ☐ Special
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE	Provides support and real
VISAYAS STATE UNIVERSITY	COLLEGE OF ENGINEERING & TECHNOLOGY	
7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF	WORK
DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING	VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP 10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
	officers a some means are a business	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT H	IGHER SUPERVISOR
Head, Department of Agricultural and Biosystems Engineering	Dean, College of Engineering and Technology	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY		
(if more than seven (7) list POSITION TITLE	t only by their item numbers and titles	JMBER
None	and the second s	To the second second
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REG	ULARLY IN PERFORMANCE OF W	ORK
Computer, printe	r, laptop, projector, calculator	un Ababa
17. CONTACTS / CLIENTS / STAKEHOLDERS		
17a. Internal Occasional Frequent		Occasional Frequent
Executive / Supervisors	General Public Other Agencies	
Non-Supervisors	Others (Please Specify):	Admin offices
Staff		
18. WORKING CONDITION Office Work	Other/s (Please Specify)	
Field Work	Carons (Ficase opeony)	Q1387 2
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION	N OF THE UNIT OR SECTION	e one bal
Implements the approved degree program	s and do research, extension and pro	oduction functions
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTIO	N OF THE POSITION (Job Summa	ry)
	and extension functions in the depar	tment
21. QUALIFICATION STANDARDS 21a. Education 21b. Experience	21c. Training	21d. Eligibility
Masteral degreee in the NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
needed field of specialization	9/19/20/20	
21e. Core Competencies	and Signature	Competency Level
Exemplifying Integrity and Professionalism - demonstrate behaviour, adhering to ethical as well as moral principles, values of the principles of the pr		2
Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction		2
Communication Savy - Effectively delivers messages that simply focus on facts or information;		2
Interpersonal relationship management - Effectively corcolleagues, customers and clients, and work well in a team		2
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
Gender-responsive management - Promotes gender e address gender-related problems and issues	quality and women empowerment to	1
21f. Functional Competencies		Competency Level

	entered Environment Applies theories and psychologies to facilitate g delivery modes—enhance learning.	
Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.		2
3. Innovative Instructiona	al Materials Development - Designs and creates learning lessons, ences that utilize innovative technologies in various learning	2
. Filipino Values Restor eople, and pro-nature.	ration- Revitalizes desirable Filipino values that are pro-God, pro-	2
. Publication Writing - Etilizing research outputs	Develops and produces scientific article for peer-reviewed journals by s.	2
21g. Technical Competencies		Competency Level
Provides support and technical services for Agricultural Eng'g faculty and staff.		2
2. STATEMENT OF D Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
80%	1. 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) 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 e. Turns over class records to department heads within two weeks after final examination f. Makes himself available for consultation by his/her students during scheduled consultation hours 2. Performs research and/or extension functions, among others the	2
10%	following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame c. Prepares 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.

JESSIE JAMES D. LAYAN
Employee's Name, Date and Signature

Assoc. Prof. MANUEL E. CASANGCAPAN Supervisor's Name, Date and Signature