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 I		
				2. ITEM NUMBER
4. FOR LOCAL GOVERNI	MENT POSITION, ENUMERA	TE GOVERNMENTAL UNIT AND CL	ASS	
Tayof care and 1			Leave Charles and 186	
☐ Province ☑ City ☐ Municipality		ist Class 2nd Class 3rd Class 4th Class	☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPO LOCAL GOVERNMENT		6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY		OFFICE OF THE PRESIDENT		
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK		
Department of Liberal Arts and Behavioral Sciences		VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP 1	0. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION	
level essential v		Habita (Neathernsherighe Co the Court on Tobal on Hall)	ACA/PERA P2,000.00	
13. POSITION TITLE OF I	MMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Hea	d, DLABS	Dean, College of	of Arts and Sciences	
15. POSITION TITLE, AND	TEM OF THOSE DIRECTL			
POSI	(If more than seven (7)	list only by their item numbers and titl	NUMBER	
		GULARLY IN PERFORMANCE OF W		
TO. MACHINE, EGGIT ME		iter, laptop, projector, calculator	ionn .	
17. CONTACTS / CLIENT	S / STAKEHOLDERS			
17a. Internal	Occasional Freque	nt 17b. External	Occasional Frequent	
Executive /		General Public		
Supervisors		Other Agencies		
Non-Supervisors Staff		Others (Please Specify):	admin offices	
18. WORKING CONDITIO				
Office Work Field Work		Other/s (Please Specify)		
19. BRIEF DESCRIPTION	OF THE GENERAL FUNCTION	ON OF THE UNIT OR SECTION	01 976 - 141 1710 - 141	
	research and extension	Euro di Cheuro peux del directo peux	(3)(1)(1)	
20. BRIEF DESCRIPTION	OF THE GENERAL FUNCTI	ON OF THE POSITION (Job Summa	ary)	
To conduct instruction, rese	earch and extension		7	
21. QUALIFICATION STA	NDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility	
Relevant Masteral degree	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	
21e. Core Competen	Competency Level			
 Exemplifying Integrity and Profethical as well as moral principles 	2			

Delivering Service Excellent satisfaction	2	
3. Communication Savy - Effect	2	
Interpersonal relationship n clients, and work well in a tean	2	
Change Adaptation - Works and style appropriately in deal	2	
6. Gender-responsive manage	1	
related problems		
21f. Functional Co	Competency Level	
Facilitating Learner Centered delivery modes to enhance learners	2	
Innovative Learning Strateg course syllabi to adapt to the course.	2	
Innovative Instructional Mate experiences that utilize innovation	2	
4. Filipino Values Restoration-	2	
Publication Writing - Develo outputs.	2	
21g. Technical Cor	Competency Level	
Provides sup	2	
	UTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
80%	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	2
10%	Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional organizations	2
	e. Submits output for possible publication/patenting	
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 ACKNOWI EDGME	INT AND ACCEPTANCE:	
I have received a coperformance and behavior	opy of this position description. It has been discussed with me and I have for conduct expectations contained herein. 7.12-121 GUIRALDO C. FEF	RNANDEZ, JR.
Employee's N	ame, Date and Signature Supervisor's Name, D	ate and Signature