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| <div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div> | | 1. POSITION TITLE (as approved by authorized agency) with parenthetical title | |
| | | INSTRUCTOR III | |
| 2. ITEM NUMBER | | 3. SALARY GRADE | |
| VISCAB-INST1-39-2015 | | SG-14 | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | |
| <div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div> | | | |


21. QUALIFICATION STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|--|---|---------------|----------------------------|
| MS Geomatics Engineering (Applied Geodesy) | None required | None required | Geodetic Engineer, RA 1080 |
| 21e. Core Competencies | | | Competency Level |
| 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office | | | 1 |
| 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction | | | 1 |
| 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; | | | 1 |
| 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results | | | 1 |
| 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. | | | 1 |
| 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems | | | 1 |
| 21f. Functional Competencies | | | Competency Level |
| 1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning. | | | 1 |
| 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape. | | | 1 |
| 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment. | | | 1 |
| 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature. | | | 1 |
| 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs. | | | 2 |
| 21g. Technical Competencies | | | Competency Level |
| Surveying, GNSS, Remote Sensing, GIS | | | 1 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) | | |
| 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 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 frame | | 1 |
| 10% | c. Prepares and 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% | 3. Performs administrative functions (if applicable) 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 | | 2 |
| 5% | b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President | | 1 |

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.


MARTIN JAN E. MERCURIO
Employee's Name, Date and Signature


JANNET C. BENCURE
Supervisor's Name, Date and Signature