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| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017) | | | 1. POSITION TITLE (as approved by authorized agency with parenthetical title) <div style="text-align: center; font-weight: bold;">Instructor I</div> | | |
| 2. ITEM NUMBER <div style="font-family: cursive;">VISCAB-INSTI-50-2015</div> | | | 3. SALARY GRADE <div style="text-align: center;">SG-12</div> | | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | | | |
| <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality | | <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class | | <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input checked="" type="checkbox"/> Special | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT | | | 6. BUREAU OR OFFICE | | |
| Visayas State University | | | Department of Statistics | | |
| 7. DEPARTMENT / BRANCH / DIVISION | | | 8. WORKSTATION / PLACE OF WORK | | |
| Department of Statistics | | | Visayas State University | | |
| 9. PRESENT APPROP ACT | | 10. PREVIOUS APPROP ACT | | 11. SALARY AUTHORIZED | |
| | | | | ACA/PERA P2,000.00 | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | | |
| Department Head | | | College Dean | | |
| 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i> | | | | | |
| POSITION TITLE | | | ITEM NUMBER | | |
| | | | | | |
| 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK | | | | | |
| Computer, printer, laptop, projector, calculator | | | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | | | |
| 17a. Internal | | Occasional | Frequent | 17b. External | |
| | | Occasional | Frequent | | |
| Executive / Managerial Supervisors | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | General Public | <input type="checkbox"/> |
| Non-Supervisors | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | Other Agencies | <input checked="" type="checkbox"/> |
| Staff | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | Others (Please Specify): | <input type="checkbox"/> |
| | | | | | |
| 18. WORKING CONDITION | | | | | |
| Office Work | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | Other/s (Please Specify) | |
| Field Work | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | | | |
| To conduct instruction, research and extension | | | | | |

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

To conduct instruction, research and extension

21. QUALIFICATION STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|--|-----------------|---------------|------------------|
| Relevant Masteral degree | None required | None required | None required |
| 21e. Core Competencies | | | Competency Level |
| Exemplifying Integrity and Professionalism | | | 2 |
| Delivering Service Excellence | | | 2 |
| Communication Savvy | | | 2 |
| Interpersonal Relationship Management | | | 2 |
| Change Adaptation | | | 2 |
| Gender Responsive Management | | | 1 |
| 21f. Leadership Competencies | | | Competency Level |
| N/A | | | N/A |

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

| Percentage of Working Time | (State the duties and responsibilities here:) | Competency Level (Indicate the required Competency Level 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 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 |
| 10% | 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 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) | 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.

JERIZZA MAY BULAHAN Dec. 29, 2020

Employee's Name, Date and Signature

VIRGENIO M. ALAO

Supervisor's Name, Date and Signature