## 1. POSITION TITLE (as approved by authorized agency) with Republic of the Philippines parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1** Instructor I (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE SG-12 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS 1st Class ☐ Province 5th Class ☑ City ☐ 2nd Class ☐ 6th Class ☐ Municipality ☐ Special 3rd Class ☐ 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY DEPARTMENT OF BIOLOGICAL SCIENCES 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK DEPARTMENT OF BIOLOGICAL SCIENCES VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION ACA/PERA P2.000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Head, DBS DEAN, COLLEGE OF ARTS AND SCIENCES 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) ITEM NUMBER 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, laptop, projector, calculator, laboratory equipment for biological experiments 17. CONTACTS / CLIENTS / STAKEHOLDERS 17b. External 17a. Internal Occasional Frequent Occasional Frequent Executive / Managerial V General Public Supervisors Other Agencies Non-Supervisors **V V** Others (Please Specify): admin offices Staff V V 18. WORKING CONDITION V Office Work Other/s (Please Specify) Field Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To conduct instruction, research and extension in biology and related fields 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) To conduct instruction, research and extension activities 21. QUALIFICATION STANDARDS 21b. Experience 21a. Education 21c. Training 21d. Eligibility Relevant Masteral REQUIRED REQUIRED REQUIRED degree 21e. Core Competencies Competency Level 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as 2 well as moral principles, values, and standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction 2 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; 2 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, 2 and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and 2 style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems Page 1 of 2

21f. Functional Co		Competency Level
Facilitating Learner Centered Environment- Develops innovative activities in facilitating learner-centered environment		2
2. Innovative teaching Strategies -Implements 21st century strategies in the classroom contained in the approved syllabi.		2
3. Innovative Instructional Materials Development -Effectively communicates visually and verbally within pre-class activities, presentations, learners participation within the audience professional fields.		2
Filipino Values Restoration-Demonstrates the desirable Filipino traits in dealing with the students, colleagues and other stakeholders		4
Research Management- Works with a senior faculty in identifying issues and preparing proposal how to dig deeper into said issue		1
6. Extension Management-orks with a senior faculty in identifying issues and preparing proposal how to dig deeper into said issue		1
7. Publication Writing - Refines and produces a scientific article for publication in peer-reviewed journals Influences peers or subordinates to develop and publish scientific articles		2
21g. Technical Competencies		Competency Level
Provide support	and technical services for Dept.of Biologcal Sciences faculty and staff	2
2. STATEMENT OF D	UTIES 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  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%	Performs research and/or extension functions, among others the following:     Prepares research/extension proposals     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     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	3

## 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.

KYZA MAE M. RAMONEDA
Employee's Name, Date and Signature

ANALYN M. MAZO Supervisor's Name, Date and Signature