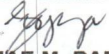
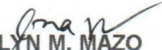


<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>Instructor I</div>	
<div>2. ITEM NUMBER</div>		<div>3. SALARY GRADE</div> <div>SG-12</div>	
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <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>			



21f. Functional Competencies		Competency Level
1. 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
4. Filipino Values Restoration-Demonstrates the desirable Filipino traits in dealing with the students, colleagues and other stakeholders		4
5. 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 Biological Sciences faculty and staff		2
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 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	3
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<p>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.</p> <div><div> KYZA MAE M. RAMONEDA Employee's Name, Date and Signature</div><div> ANALYN M. MAZO Supervisor's Name, Date and Signature</div></div>		