	Secondary.		1. POSITION TITLE (as aut	thorized by DBM)	Examplifying in	
	PUBLIC OF THE B DESCRIPTION		ASSIS	STANT PROFESS	Doity syling to the Compless with Compless with Compless with Compless with Compless with Constoness	
Z. ITEM NO.: AP1	-10 - 2016	None anougo typigals evan	3. SALARY GRADI	: IS Mans an	3. Solving Problem	
FOR LOCAL GOVERN	MENT POSITION, I	ENUMERATE GOVERNM	ENT UNIT AND CLASS		ws end anodulee	
) provincial) city) municipality	SM uradiciare no	() 1st class () 2nd class	() 5 th class () 6 th class () Special		gratistioned f.	
DEPARTMENT, CORPOR	RATION OR AGENCY	/LOCAL GOVERNMENT	6. BUREAU OR OF	FICE - days	2. Speaking Effect	
VISA	YAS STATE UNIVE	RSITY PROBLEM HOUSE	andia. Usus existing commute	di il di can de sup rety - Refers to	Watting Effective	
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK			
LIBERAL ARTS AND BEHAVIORAL SCIENCES			VSU , Baybay City, Leyte			
9. PRES, APPROP ACT 1. PREV. APPROP ACT			11. SALARY AUTHORIZE	D 12. 01	12. OTHER	
19V0.1			\$ 330 , 780	ACA PE	RA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
19vaJ	HEAD & DEAN			- IOUN WINT OUT	THE NOT VIGNES ! ALCO I	
5. POSITION TITLE AN	D ITEM OF THOSE	DIRECTLY SUPERVISED)		Persent of Working	
		their item numbers and ti		Litengan astocs	1 1 L	
16 MACHINE, EQUIPME	ENT, TOOLS ETC.,	USED REGULARLY IN P	ERFORMANCE OF WORK	proma polacios i		
			rds, board eraser, whiteboard	markers,etc.		
17. CONTACTS/CLIENT		the best top and top and the	tive also administration to also with	sask ocame		
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	
Executive/Managerial Supervisors Non Supervisors Staff	(x) (x) (x)	ord element (x)	General Public Other Agencies Others (Please specify: Admin Offices	in along (x) in a substantial	(x) () (x)	
8. WORKING CONDIT	ION		service prome case	oculas nos encoses poutas nos emicos	103	
Office Work Field Work	Lactions destroyed	(x)	Other/s (Please Specify)	andra a moner - e ennacas vitam		
19. BRIEF DESCRIPTIO	N OF THE GENER	AL FUNCTION OF THE U	NIT OR SECTION	Premient		
mplements the AB-Englis	sh Language and M	SLangTchng programs, co	nducts relevant research, exten	sion and production	on functions	
20. BRIEF DESCRIPTIO	N OF THE GENERA	AL FUNCTION OF THE PO	OSITION (Job Summary)	IT AND AUCEPT	23. ACKNOWLEC CMEN	
Performs instr 21. QUALIFICATON STA	Children Co. St. Co. Co. Co. Co. Co. Co. Co. Co. Co. Co	extension functions of the	department 990 and 1 none	y of this job desora sp talpons.comar	t bave peceived a con behaviour/conduct e	
21a. Education	21b. E	xperience	21c. Training	21d. I	Eligibility	
91	e Cere and Signatu	Supervisor's Name	Signature	Manne, Date and	Legiovoigna	
21e. CORE COMPETE	NCIES				Compete cy Level	

1, I	Exemplity	ng Integrity	
Α	Acknowledg	es and respects authority and demonstrates readiness in accepting and complying with rules	
2 0	Jolivarina (Service Excellence	
	Complies wi	th CSC's established standards of delivery or service level agreements and delivers explicit requirements of	0 1
	customers.		Carlotte.
2 6	Solving Pro	blems and Making Decisions	1
P	Provides tim	pely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose	1.0K M.DT
S	solutions are	e available and can be accessed from a database or gleaned from an existing policy or process.	
		COMPETENCIES	Competer
		490	cy Level
1. D	Demonstra	ting Personal Effectiveness - Responds effectively to guidelines & feedback on one's performance,	vile 1
16	wall haing a	nd learning discipline	
2 5	Speaking E	effectively – Effectively delivers messages that simply focus on data, facts or information & requires	PARTHER
n	minimal nre	paration or can be supported by available communication materials	4
3. V	Writing Eff	ectively - Refers to and/or uses existing communication materials or templates to produce own	1
18	written work	V50 W FO FOR INVESTMENT ATTEMPTION & SECTION AND ADDRESS OF THE PROPERTY OF TH	1
4.	Championi	ng & applying innovation – Demonstrates an awareness of basic principles of innovation.	BUZ
		OR ACT - I PREV APPROPACE II. SALARY AUTHORIZED IN UTBER	Competen
g. TECH	HNICAL CO	DMPETENCIES	Level
		4 T T AC A T T AC A T T T T T T T T T T T	Level
		William Charles and Charles an	4
	8112IV	STOLE STRUCK IN THE TOTAL TO THE MEDITION OF THE TOTAL TO THE T	1
	EMENT OF	DUTIES AND RESPONSIBILITIES (Technical Competencies)	1 Competend Level
. STATI		VARGE TABLE	1 Competend
. STATI	EMENT OF	TO A AND ITEM OF THOSE DIRECTLY SHITUDY SEC	1 Competend
ercent o		DUTIES 1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	1 Competend
ercent o	of Working	TO A AND ITEM OF THOSE DIRECTLY SHITUDY SEC	1 Competend
ercent o	of Working	DUTIES 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	1 Competend
ercent o	of Working	DUTIES 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)	1 Competend
ercent o	of Working	DUTIES 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	1 Competend
ercent o	of Working	DUTIES 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	1 Competend
ercent o	of Working	DUTIES 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	1 Competend
Percent of Time 85	of Working	DUTIES 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	1 Competend
Percent of Time 85	of Working	DUTIES 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. Performs research and/or extension functions, among others the following:	1 Competend
Percent of Time 85	of Working	DUTIES 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. Performs research and/or extension functions, among others the following: a Prepares research/extension proposals	1 Competend
Percent of Time 85	of Working	DUTIES 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. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved time frame	1 Competend
Percent of Time 85	of Working	DUTIES 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. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved time frame	1 Competend
Percent of Time 85	of Working	DUTIES 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. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/for a of legitimate professional organizations	1 Competend
Percent of Time 85	of Working	DUTIES 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. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/for a of legitimate professional organizations e. Submits output for possible publication/patenting	1 Competend
Percent or Time 85	of Working 5%	DUTIES 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. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/for a of legitimate professional organizations e. Submits output for possible publication/patenting 3. Performs administrative functions (if applicable)	1 Competend
Percent or Time 85	of Working	DUTIES 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. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/for a of legitimate professional organizations e. Submits output for possible publication/patenting 3. Performs administrative functions (if applicable)	1 Competence Level
Percent or Time 85	of Working 5%	DUTIES 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. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/for a of legitimate professional organizations e. Submits output for possible publication/patenting 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	1 Competend
Percent or Time 85	of Working 5%	DUTIES 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. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/for a of legitimate professional organizations e. Submits output for possible publication/patenting 3. Performs administrative functions (if applicable)	1 Competenc Level

23. ACKNOWLEDGMENT AND ACCEPTANCE

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.

MICHAEL CARLO C. VILLAS
Employeé's Name, Date and Signature

GUIRALDOLE, FERNANDEZ, JR. Supervisor's Name, Date and Signature

cy Level Pdf cb ,doc