Republic of the Philippines	POSITION TITLE (as approved by authorized agency) with parenthetical title				
POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)	INSTRUCTOR I				
2. ITEM NUMBER	3. SALARY GRADE				
VISCAB-INST1-34-2016	SG 12				
4. FOR LOCAL GOVERNMENT POSITION, ENUMERA	LATE GOVERNMENTAL UNIT AND CLASS				
☐ City ☐ 3 ☐ Municipality ☐ 3	Class				
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT 6. BUREAU OR OFFICE					
STATE UNIVERSITY AND COLLEGES	VISAYAS STATE UNIVERSITY				
7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK				
Department of Teacher Education	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, DTE	Dean, College of Education				
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
	list only by their item numbers and titles)				
POSITION TITLE					
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, laptop, wifi					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal Occasional Frequen	nt 17b. External Occasional Frequent				
Executive /	General Public				
Supervisors	Other Agencies				
Non-Supervisors	Others (Please Specify):				
18. WORKING CONDITION Office Work	Other/s (Please Specify)				
Field Work	Others (Flease Openity)				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTI	ON OF THE UNIT OR SECTION				
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b. sand all beautiful and all beautiful and					

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21g. Technical Competencies		ps and produces scientific article for peer-re	viewed journals by utilizing research	2		
Provides support and technical services for Teacher Education's faculty and staff. 2 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) (State the duties and responsibilities here.) Time 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 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 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 b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President 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	THE RESIDENCE OF THE PARTY OF T					
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JOSE CELSO S. PEREZ, JR. 07/24/2024 Employee's Name, Date and Signature ROSARIO P. ABELA 07/24/24 Supervisor's Name, Date and Signature						
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