
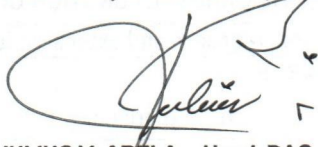


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| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1) | | 1. POSITION TITLE (as authorized by DBM) INSTRUCTOR I | |
| 2. ITEM NO.: VISCAP-INS-56-2016 | | 3. SALARY GRADE : 12 | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS | | | |
| <input type="checkbox"/> provincial <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 type="checkbox"/> Special | | | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY | | 6. BUREAU OR OFFICE | |
| 7. DEPARTMENT/BRANCH/DIVISION DEPARTMENT OF ANIMAL SCIENCE | | 8. WORKSTATION/PLACE OF WORK VSU , Visca, Baybay City, Leyte | |
| 9. PRES. APPROP ACT | 1. PREV. APPROP ACT | 11. SALARY AUTHORIZED P 22,149 mo- | 12. OTHER ACA PERA P24,000.00 |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DAS-CAFS, VSU | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Agriculture and Food Science | |
| 15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED Jaime V. Latras (Adm. Aide 1) and Jovic Makinano (Laborer) | | | |
| 16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Instructional materials, computer, cellphone, calculator, analytical equipment, microscope, books, audio-visual aids, printers/copiers, internet, laboratory animals. | | | |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS | | | |
| 17a. Internal | Occasional | Frequent | 17b. External |
| Executive/Managerial Supervisors Non Supervisors Staff | (x) () (x) (x) | () (x) () (x) | General Public Other Agencies Others (Please specify: <u>Admin Offices</u> |
| | | | () (x) () (x) |
| 18. WORKING CONDITION | | | |
| Office Work Field Work | (x) (x) | Other/s (Please Specify) <u>Academic Lecture/Laboratory Teaching</u> | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implements the approved degree programs and do research, extension and production functions | | | |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Performs instruction, research and extension functions of the department. | | | |
| 21. QUALIFICATION STANDARDS | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
| Masteral degree in the needed field of specialization | Required | Required | Required |

| | | |
|--|---|--|
| 21e. CORE COMPETENCIES | | Competency Level |
| 1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules | | 1 |
| 2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. | | 1 |
| 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | | 1 |
| 21f. FUNCTIONAL COMPETENCIES | | Competency Level |
| 1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline. | | 1 |
| 2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials | | 1 |
| 3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work | | 1 |
| 4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation. | | 1 |
| 21g. TECHNICAL COMPETENCIES | | Competency Level |
| Provides technical support for the Department of Animal Science. | | 1 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | Competency Level |
| 22a. | 1. Teaches assigned subjects and performs other teaching related functions, among others the following: a. Prepare teaching materials/guides and submit to department head. b. Conducts examinations (mid/final/long hours/quizzes). c. Checks test papers and returns one week after exam. d. Submits grade sheets and turn over class records to department head two weeks after final examination. | 1 |
| 22b. | 2. Member in different committees. | 1 |
| 22c. | 3. Participate in the co-curricular activities. | 1 |
| 22d. | 4. Performs other functions assigned by the Department Head. | 1 |
| 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. | | |
|  ROGER ROQUE E. BUSTAMANTE / / / Employee's Name, Date and Signature | |  JULIUS V. ABELA - Head, DAS, VSU Supervisor's Name, Date and Signature |