

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1,		1. POSITION TITLE (as authorized by DBM) INSTRUCTOR 1	
2. ITEM NO.: VISCA-INST1-Q2-2014		3. SALARY GRADE: 13	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
☐ provincial ☒ city ☐ municipality		☐ 1 st class ☐ 2 nd class ☐ 3 rd class ☐ 4 th class ☐ 5 th class ☐ 6 th class ☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE	
7. DEPARTMENT/BRANCH/DIVISION LIBERAL ARTS AND BEHAVIORAL SCIENCES		8. WORKSTATION/PLACE OF WORK VSU, Baybay City, Leyte	
9. PRES, APPROP ACT	10. PREV. APPROP ACT	11. SALARY AUTHORIZED ₱256,644/ANNUM	12. OTHER ACA PERA - 2,000/month
13. POSITION TITLE OF IMMEDIATE SUPERVISOR HEAD & DEAN		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None			
16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, DLP projector, class records, board eraser, whiteboard markers, etc.			
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>
18. WORKING CONDITION			
Office Work Field Work	(x) (Other/s (Please Speciy)		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implements the AB-English Language and MS LangTchnng programs, conducts relevant 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. QUALIFICATON STANDARDS			
21a. Education	21b. Experience None required	21c. Training None required	21d. Eligibility None 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 clearcut 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
		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
22a. 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepare teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return 1 week after exam. d) Submits grade sheet 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. Perform 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.		
ANGELIE E. GENOTIVA 12/13/17 Employee's Name, Date and Signature		GUIRALDO C. FERNANDEZ, JR. Supervisor's Name, Date and Signature