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| Republic of the Philippines<br><b>POSITION DESCRIPTION FORM</b><br>DBM-CSC Form No. 1<br>(Revised Version No. 1, s. 2017) |                                     | <b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b><br><br>INSTRUCTOR 1                                             |                               |
| <b>2. ITEM NUMBER</b>                                                                                                     |                                     | <b>3. SALARY GRADE</b>                                                                                                                               |                               |
|                                                                                                                           |                                     |                                                                                                                                                      |                               |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>                                            |                                     |                                                                                                                                                      |                               |
| <input type="checkbox"/> Province<br><input checked="" type="checkbox"/> City<br><input type="checkbox"/> Municipality    |                                     | <input type="checkbox"/> 1st Class<br><input type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class<br><input type="checkbox"/> 4th Class |                               |
|                                                                                                                           |                                     | <input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special                                         |                               |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>                                                             |                                     | <b>6. BUREAU OR OFFICE</b>                                                                                                                           |                               |
| VISAYAS STATE UNIVERSITY                                                                                                  |                                     | VSU INTEGRATED HIGH SCHOOL                                                                                                                           |                               |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b>                                                                                  |                                     | <b>8. WORKSTATION / PLACE OF WORK</b>                                                                                                                |                               |
| COLLEGE OF EDUCATION                                                                                                      |                                     | VSU, BAYBAY CITY, LEYTE                                                                                                                              |                               |
| <b>9. PRESENT APPROP</b>                                                                                                  | <b>10. PREVIOUS APPROP ACT</b>      | <b>11. SALARY AUTHORIZED</b>                                                                                                                         | <b>12. OTHER COMPENSATION</b> |
|                                                                                                                           |                                     |                                                                                                                                                      | ACA/PERA P2,000.00            |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>                                                                         |                                     | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>                                                                                                  |                               |
| PRINCIPAL                                                                                                                 |                                     | COLLEGE DEAN                                                                                                                                         |                               |
| <b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>                                                          |                                     |                                                                                                                                                      |                               |
| (if more than seven (7) list only by their item numbers and titles)                                                       |                                     |                                                                                                                                                      |                               |
| POSITION TITLE                                                                                                            |                                     | ITEM NUMBER                                                                                                                                          |                               |
|                                                                                                                           |                                     |                                                                                                                                                      |                               |
| <b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>                                         |                                     |                                                                                                                                                      |                               |
| PROJECTOR, LAPTOP, MAPS, REFERENCE BOOKS                                                                                  |                                     |                                                                                                                                                      |                               |
| <b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>                                                                              |                                     |                                                                                                                                                      |                               |
| <b>17a. Internal</b>                                                                                                      | <b>Occasional</b>                   | <b>Frequent</b>                                                                                                                                      | <b>17b. External</b>          |
| Executive / Supervisors                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                                                                                             | General Public                |
| Non-Supervisors                                                                                                           | <input type="checkbox"/>            | <input type="checkbox"/>                                                                                                                             | Other Agencies                |
| Staff                                                                                                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                                                                                                                  | Others (Please Specify):      |
|                                                                                                                           |                                     |                                                                                                                                                      | admin offices, students       |
| <b>18. WORKING CONDITION</b>                                                                                              |                                     |                                                                                                                                                      |                               |
| Office Work                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                                                                                             | Other/s (Please Specify)      |
| Field Work                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>                                                                                                                             |                               |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>                                               |                                     |                                                                                                                                                      |                               |
| To conduct instruction, research and extension                                                                            |                                     |                                                                                                                                                      |                               |



| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------|
| To conduct instruction, research and extension                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                  |
| 21. QUALIFICATION STANDARDS                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                  |
| 21a. Education                                                                                                                                                                                 | 21b. Experience                                                                                                                                                                                                                                                                                                                                                                                                                    | 21c. Training | 21d. Eligibility |
| Relevant Masteral Degree                                                                                                                                                                       | NONE REQUIRED                                                                                                                                                                                                                                                                                                                                                                                                                      | NONE REQUIRED | NONE REQUIRED    |
| 21e. Core Competencies                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | Competency Level |
| 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 2                |
| 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 2                |
| 3. Communication Savy - Effectively delivers messages that simply focus on facts or information;                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 2                |
| 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results                           |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 2                |
| 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.                          |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 2                |
| 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 1                |
| 21f. Functional Competencies                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | Competency Level |
| 1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 2                |
| 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.              |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 2                |
| 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.  |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 2                |
| 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 2                |
| 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 2                |
| 21g. Technical Competencies                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | Competency Level |
| Provides support and technical services for VSUIHS 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:<br>a. Prepares and revised teaching materials/guides and submit to department head<br>b. Prepares and gives examinations (mid/final/long/quizzes)<br>c. Checks test papers and returns to students one week after examination<br>d. Submits grade sheets within prescribed period to the Registrar through the department |               | 2                |

|     |                                                                                                                                                                                                                                                                                                                                                                                   |   |
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| 10% | 2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares and prepares reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations | 2 |
| 5%  | 3. Performs administrative functions (if applicable)                                                                                                                                                                                                                                                                                                                              | 2 |
| 5%  | 4. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President                                            | 2 |

### 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 performance and behavior/conduct expectations contained herein.

  
 ANNIE FAMELA B. RODRIGUEZ, 08/09/19  
 Employee's Name, Date and Signature

  
 SHALOM GRACE O. SUGANO, 08/09/19  
 Supervisor's Name, Date and Signature