



REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

INSTRUCTOR I

2. ITEM NO.: USCAB-INT-1-8-2012

3. SALARY GRADE : SG 12-2

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

<input type="checkbox"/> provincial	<input checked="" type="checkbox"/> 1 st class	<input type="checkbox"/> 5 th class
<input checked="" type="checkbox"/> city	<input type="checkbox"/> 2 nd class	<input type="checkbox"/> 6 th class
<input type="checkbox"/> municipality	<input type="checkbox"/> 3 rd class	<input type="checkbox"/> Special
	<input type="checkbox"/> 4 th class	

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT/BRANCH/DIVISION

8. WORKSTATION/PLACE OF WORK

DEPARTMENT OF MECHANICAL ENGINEERING

VSU, Baybay

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P 259,612.00

ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, DME

Dean, College of Engineering

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

Books, Computer, Printer, Projector, Ballpen, Microphone and other related materials and eqpt.

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive/Managerial

(x)

()

Supervisors

()

()

Non Supervisors

(x)

(x)

Staff

(x)

(x)

General Public

()

(x)

Other Agencies

(x)

()

Others (Please specify:

()

(x)

Admin Offices

18. WORKING CONDITION

Office Work

(x)

Other/s (Please Speciy)

Field Work

(x)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Implements the Mechanical Engineering program and do research and extension

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Provides instruction, research, extension and support functions of the department

21. QUALIFICATON STANDARDS

21a. Education

21b. Experience

21c. Training

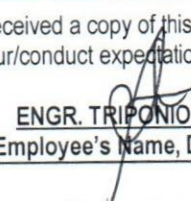
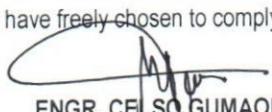
21d. Eligibility

BS in Mechanical Engineering

With teaching/instruction
experience

With research/training experience
in ME

RA 1080 eligibility

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 instruction, research, extension and support function	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.	
01-05-14  ENGR. TRIPONIO O. SOLARTE JR. Employee's Name, Date and Signature	 ENGR. CELSO GUMAOD Supervisor's Name, Date and Signature